



MaMPU



User Manual 2.2

Product



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1 Welcome to MyMeeting

1.1 Introduction

MyMeeting is a web-based paperless meeting decision monitoring and management system. It is a product of *Bahagian Dasar & Perancangan ICT* (BDPICT) MAMPU developed in accordance with the *Pekeliling Kemajuan Pentadbiran Awam Bilangan 2 Tahun 1991, Panduan Pengurusan Mesyuarat dan Urusan Jawatankuasa-jawatankuasa Kerajaan*. It started out as a solution to members of Government IT and Internet Committee (GITIC) and is now a fully-fledged application that has been further enhanced for implementation by all Malaysian government agencies at various levels.

MyMeeting has won the prestigious *Anugerah Inovasi Perkhidmatan Awam* (AIPA) Award in conjunction with the *Anugerah Kualiti Sektor Awam* (AKSA), which is an event organized by MAMPU to give recognition and appreciation to Public Sector Agencies.

MyMeeting installation is easy. Once successfully installed, it is accessible by normal web browsers (eg. Firefox, Internet Explorer, etc).

1.2 Benefits of MyMeeting

MyMeeting is designed for 4 groups of users, namely '**Super Administrators**', '**Secretariat/Admin**', '**Chairman**', and '**Meeting members**'. Benefits of MyMeeting includes:

➤ For '**Super Administrators**'

- Facilitates system wide administration
- Monitors usage activities

➤ For '**Secretariat/Admin**'

- Facilitates meeting preparation
- Automatically sends out meeting invitations & alerts
- Automatically sends out reminders to update status
- Automatically extracts decision task list from minutes
- Facilitates minutes & reports preparation through government-approved templates

➤ For '**Chairman**'

- Monitors and gives comments on the status of action items
- Monitors the task handling status
- Receives notices of status updates
- Easy retrieval of meeting information and archive

➤ For '**Meeting members**'

- Updates the task handling status anywhere, anytime
- Receives automatic reminders to update status
- Conducts discussions online
- Updates profile

* The functions for Chairman and Meeting Members have been combined as one, referring to chapter 4.1 => Accessing MyMeeting : Users / Members

1.3 Objectives of MyMeeting

MyMeeting objectives are as follows :

- Effective monitoring of decisions made in meetings
- Elevate the efficiency and better communication among meeting members
- Easy information sharing
- Workflow automation to ease secretariat workloads

1.4 System Flow

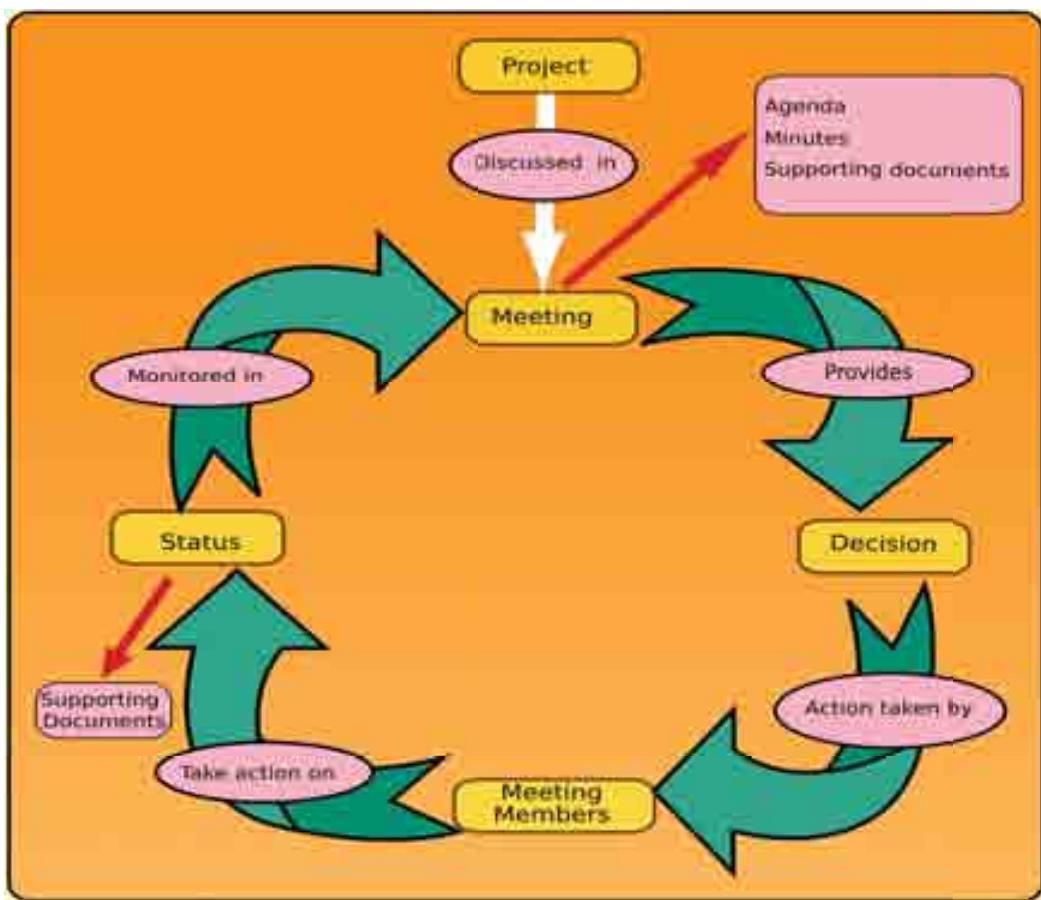


Diagram 1: MyMeeting Flow

The diagram above explains the flow in MyMeeting. MyMeeting consists of one or more committees. The users in MyMeeting belong to one or more committee. Meeting will be held in the committee to discuss projects and come out with decisions. Action items in decisions will be carried out by the meeting members in charge, who need to report the action status to the committee.

1.4.1 Committee

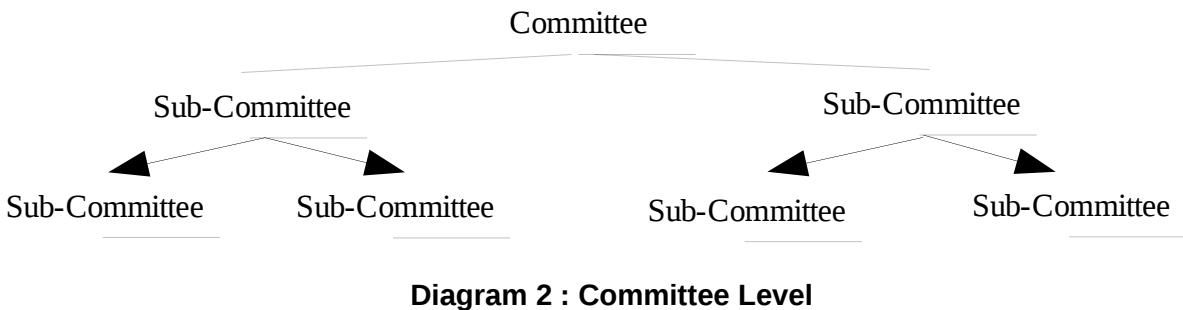
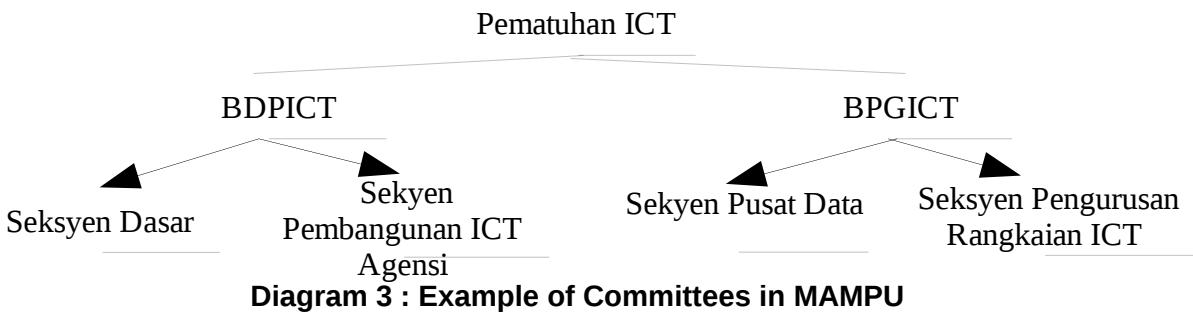


Diagram 2 : Committee Level



In MyMeeting, a committee is a group of people who holds regular meetings to discuss the same subject matters. A committee can have multiple sub-committees and the sub-committees can also have another level of sub-committee. One person can belong to many committees as he might be involved in many meeting discussions. An organization can have many sub-committees as different sets of people might discuss different aspect of the organization. Lets take a look at a MAMPU's organization and explore what committees might be created for that organization. The committees for MAMPU are:

1) **Pematuhan ICT**: The organization name itself might be a committee. This committee would consist of every single person in the organization. This committee might not hold meeting very often, maybe once a month or maybe only once a year.

2) **BDPICT**: The MAMPU's BDPICT can also have a committee of their own to discuss how ICT should be planned, developed, maintained, managed, and can help expand services to reach its goal. This committee might only consist of the Director, Vice Director, Secretary and head of departments of BDPICT. They might want to meet once a week to discuss the status of the current implementation and make plans for the future.

3) **Seksyen Dasar**: BDPICT consists of many sections, and *seksyen dasar* is one of them. This section plans, monitors, analyses and evaluates the weakness of ICT network in agencies.

4) **Unit Penyelidikan Perancangan ICT**: Every section in MAMPU has its own unit which consists of their own committee to discuss how the unit could contribute to achieve the overall goal of the organization. So the *Unit Penyelidikan Perancangan ICT* would have a committee to discuss how

it should carry out its operation. So every other unit will also have their own committees like *Unit Penilaian* committee of the *Section Pembangunan ICT Agensi*, *Unit Penyelesaian* committee of the *Seksyen Penyelesaian dan Penyebaran Dasar* and so on.

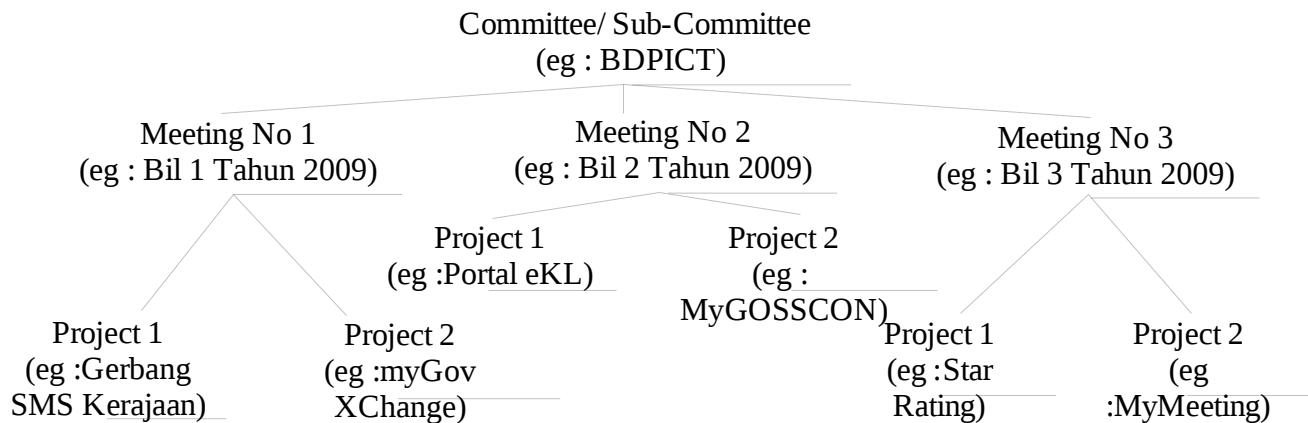


Diagram 4 : Meetings and projects per committee

As shown in the above diagram, a committee/sub-committee can have multiple meetings and each of the meeting can be tied to multiple projects.

1.4.2 Users

Users are assigned a username and password to access MyMeeting system. In a single MyMeeting system, the user can join multiple committees. Therefore the secretariat or administrator of a committee can only determine your role in their committee but should not be able to change any personal details about you as those details are shared with all the committees in which you are involved. Only the user themselves and the MyMeeting super user can modify the user details.

1.4.3 Groups

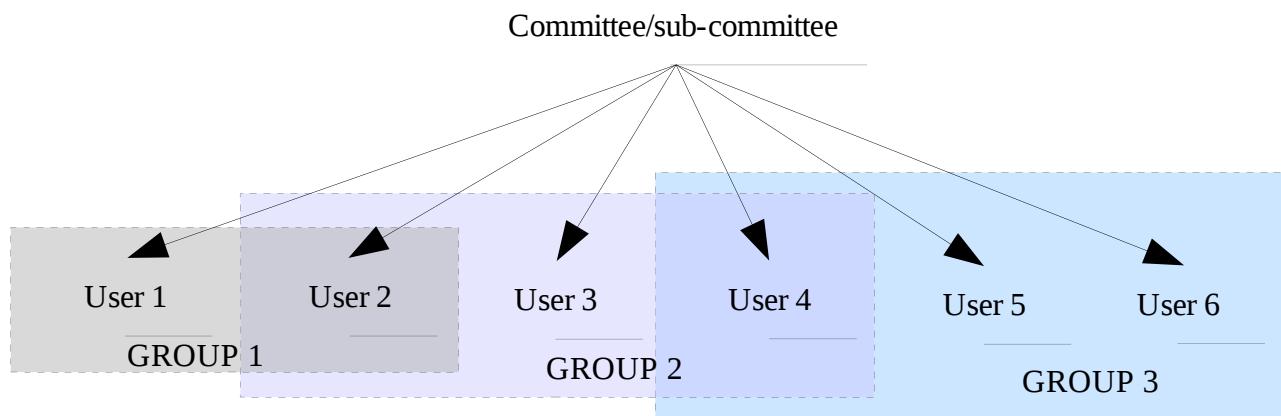


Diagram 5 : Grouping of users in MyMeeting

Members of a committee can be conveniently categorised into groups. Groups might represent from where the users are from (ie. users from different departments are put into their own groups), might represent the ranks of the users (ie. directors are one group, lowly lifeless peons are another), might represent the different functions of the users (coders might be one group, graphic artist might be one group, musicians might be one group) and might even represent separation of the users (male/female, by race, by religion and other forms of discrimination).

This function is useful to facilitate multiple users selection. Clicking on the checkbox of a single group is easier than clicking on the checkbox of every group member. For example, decisions can be assigned to groups and any of the group member would be able to update the status of the decision assigned to that group.

2 Installation

This chapter explains in detail the requirements and procedures for installing MyMeeting and the main options of installation.

2.1 System Requirements

To install MyMeeting, the minimum system requirements are :

- Database: MySQL Version 5.0.x or greater
- Web server: Apache 2.x or greater
- PHP 5.0.x until 5.2.x
- To display custom banner : PHP GD Module

On Windows, if you haven't had PHP installed yet, you can make use of WampServer to (<http://www.wampserver.com/en/download.php>) install all the above at once or you can install all the components separately by visiting their respective websites. To downgrade latest WAMP server to previous PHP version 5.2.x, please refer <http://www.wampserver.com/en/faq.php>.

2.2 Apache Configuration

Edit Apache settings by changing the following in your **httpd.conf**

- Locate for the “httpd.conf” file under the “conf” folder inside the Apache’s installation folder.
- Add in this line in your configuration file “**AccessFileName htaccess.txt**”. (needed for installation in Windows).
- Make sure mod_rewrite is enabled. Find the following line “#LoadModule rewrite_module modules/mod_rewrite.so” in the “httpd.conf” file. You can do this easily by searching the keyword “**mod_rewrite**” from find menu. Delete the comment by removing the “#” at the starting of the line.
- Make sure AllowOverride is set to Allow by changing “AllowOverride None” to “**AllowOverride All**”. By default WampServer is set to AllowOverride All.

2.3 Installing MyMeeting

MyMeeting also has a **Bahasa Malaysia** interface. Follow these 2 easy steps here to change interface to BM:

1. Edit this file in folder mymeeting / app / config / bootstrap.php
2. Change line 46, “define('DEFAULT_LANGUAGE','eng');” to “define('DEFAULT_LANGUAGE','may');”

Listed below are the steps to install MyMeeting:

WINDOWS

- To install MyMeeting on windows, you need to go to your command prompt (start->run(type cmd)) (Refer screen shots in Linux installation as below)
- Go to MyMeeting console directory which reside in your web folder (*Do ensure that the steps in 2.2 is done before you proceed with the following steps*)

```
C:\> cd C:\wamp\www\mymeeting\cake\console
```

- Next type (the path should follow the PHP version you have installed earlier). Please use **PHP version 5.2.x** since current MyMeeting does not support PHP 5.3.x

```
C:\wamp\www\mymeeting\cake\console> C:\wamp\bin\php\php5.2.6\php.exe .\cake.php  
install
```

- After the installation is completed, create the MyMeeting database

```
C:\wamp\www\mymeeting\cake\console> C:\wamp\bin\php\php5.2.6\php.exe .\cake.php  
createdb
```

- Once the database is created, rerun the installation script

```
C:\wamp\www\mymeeting\cake\console> C:\wamp\bin\php\php5.2.6\php.exe .\cake.php  
install
```

LINUX

- To install MyMeeting on Linux, you need to go to your terminal screen. (*Do ensure that the steps in 2.2 is done before you proceed with the following steps*)
- Go to MyMeeting console directory which resides in your web folder

```
$ cd /var/www/html/mymeeting/cake/console
```

- Next type (the path should be following the PHP version you have installed earlier).

```
$ ./cake install
```

Follow and key in the instructions and settings needed to complete the process of installation.

```
Welcome to the MyMeeting installer
-----
App : app
Path: /var/www/mymeeting_oscc/app
CakePHP: 1.2.0.7692 RC3
-----
This will install MyMeeting on your system. Would you like to continue? (y/n)
[y] > y -----> Enter 'Y' to proceed with the installation
Installing...
```

```
Database Configuration:
Driver: (db2/firebird/mssql/mysql/mysqli/odbc/oracle/postgres/sqlite/sybase)
[mysql] > -----> Select database, enter to proceed with next step if you're using MySQL database
Database Host:
[localhost] > -----> Localhost, as this is the default Host name on a fresh installation of MySQL
Port?
[n] > -----> Enter port number of your server, default is empty
User:
[mymeeting] > mymeeting2008 -----> Enter a MySQL username you wish to use for MyMeeting database
Password:
> 123456 -----> Enter a MySQL password you wish to use for MyMeeting database
Database Name:
[mymeetingdb] > mymeetingoscc -----> Enter a database name
Table Prefix?
[n] > -----> Enter a table name prefix to be used for MyMeeting
```

```
The following database configuration will be created:  
-----  
Name: default  
Driver: mysql  
Host: localhost  
Port:  
User: mymeeting2008  
Pass: *****  
Database: mymeetingoscc  
Table prefix:  
-----  
Look okay? (y/n)  
[y] > y -----> Enter 'y' if all the datas are entered correctly
```

- After the installation is completed, create the MyMeeting database

```
$ ./cake createdb
```

```
Welcome to CakePHP v1.2.0.7692 RC3 Console  
-----  
App : app  
Path: /var/www/mymeting_oscc/app  
-----  
Please enter mysql root password to create database and user  
> -----> Enter your MySQL root password  
Created the mymeetingoscc database  
Granted access to mymeetingoscc database for mymeeting2008 at localhost  
Updated mymeeting2008 password to 123456  
Database is set. Please run the installation script again  
saro@saro-desktop:/var/www/mymeting_oscc/cake/console$
```

- Once the database is created, rerun the installation script

```
$ ./cake install
```

```
Welcome to the MyMeeting installer  
-----  
App : app  
Path: /var/www/mymeting_oscc/app  
CakePHP: 1.2.0.7692 RC3  
-----  
This will install MyMeeting on your system. Would you like to continue? (y/n)  
[y] > y -----> Enter 'y' to proceed with the installation
```

```
Database is already set. Do you want to reconfigure it? (y/n)
[n] > ----> Default is no 'n', so just enter to proceed with the installation

The following tables will drop.
announcements
attachments
comments
committees
committeetodos
memberships
decisions
decisions_groups
decisions_users
groups
groupstatuses
hashes
items
logs
meetings
```

```
meetings
meetingtodos
attendances
notifications
roles
templates
titles
systemtodos
users
users_groups
userstatuses
wfmodels
wfstatuses
workflows

Are you sure you want to create the tables? (y/n)
[y] > y ----> Enter 'y' to proceed with creating MyMeeting tables
```

```
End create.
Agency name:
> OSCC, MAMPU -----> Enter your agency name
Agency address:
> -----> Enter your agency address
Agency slogan:
> -----> Enter your agency slogan if there's any
Date format:
[d/m/Y] > -----> Enter the date format, leave it empty for the default format
Time format:
[H:i--a] > Enter the date format, leave it empty for the default format
Server Address (eg http://www.agensi.gov.my, http://www.agensi.gov.my/mymeeting):
> -----> Server Address
E-mail from:
> -----> The email from that will be displayed whenever the system is sending an email to users
E-mail from name:
> -----> The name that will be displayed whenever the system is sending an email to users
E-mail host:
[localhost] > -----> Enter the preferred time format, leave it empty for default format
E-mail port:
[25] > -----> Email port number
Days to remind:
[7] > -----> Number of days for status reminder
/var/www/mymeeting_oscc/app/config/mymeeting.php
```

Once all the steps are done, go to your browser and type “<http://localhost/MyMeeting>”. You should be able to see the login screen of MyMeeting. Default login username will be **admin** and password **123456**. Please change the password immediately after login.

3 Getting Started

3.1 Introduction

Before we start, it is important to understand that MyMeeting User has a predefined set of permission, i.e tasks that they can actually do. The permission depend on the way responsibilities are delegated according to the types of users in the system.

For example, the whole MyMeeting system may have only one Super Administrator. In which case, a Super Administrator account, is created during the installation process by default. Super Administrator will be responsible for creating committees and by default again will be assigned with the admin permission for each and every committees he/she created. But, admin inside the committees has the rights to disable or delete Super Administrator from viewing their committee. Therefore, Super Administrator does not have access to all the committees created unless he is given a permission.

3.2 General Icons used in MyMeeting

Description	Icons
Edit	
View	
Delete	
Edit Committees	
Wfmodels	
Committees Todo's	
Groups	
Announcement	
Templates	
Users	
Reset Password	
Email	
Move position up	
Move position down	
Sub-Committees	

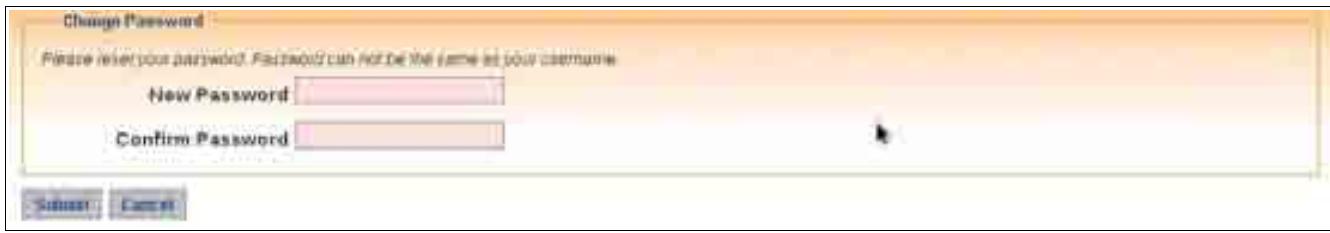
3.3 Registration

MyMeeting creates a default Super Administrator account upon installation. This Super Administrator can then create committees and their respective Admin. Super Administrator or the Admin may then register the members from the system and assign the members to their committees involved. (will be explained in later chapter)

3.4 Changing Password

MyMeeting automatically asks users who logged in for the first time to change their password. The default password assigned to the users will be the same as their username. This screen will stay on whenever you login if the username and the given password is still the same, so it is advisable to change your default password to a more secured one. User can also change password at anytime by using the function provided.

To better protect your account, make sure that your password is unforgettable for you but difficult for others to guess. For security purpose, your new password must be set a minimum of five characters long. A good password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive) and numbers.



The screenshot shows a 'Change Password' form. At the top, a message reads: 'Please reset your password. Password can not be the same as your username.' Below this are two input fields: 'New Password' and 'Confirm Password', both with placeholder text 'Enter password here'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Illustration 1 : Change password

3.5 Recovering a Lost Password

MyMeeting allows you to reset your password should you forget it.

The following screen appears when you click on the "Forgot Your Password?" prompt in the Login Form :



The screenshot shows a 'Forgot your password?' form. At the top, a message reads: 'Please enter your e-mail address to reset your password.' Below this is an input field labeled 'Email' with placeholder text 'Enter e-mail here'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Illustration 2 : Forgot Your password

When you fill in your e-mail address, MyMeeting will e-mail you a new password that you can use to access the system. The reason that MyMeeting cannot send your old password to you is that

passwords are stored using an encryption format that is not reversible. This means that even Super Administrators cannot view your password!

Since your new password are sent out via e-mail and e-mail is inherently insecure, it is always a good idea to change passwords received via e-mail as soon as possible. If your e-mail address has changed, the only option you have is to contact the Super Administrator who can reset back your password.

** Password being reset will be the same as your username*

These second screen appears when you click on the “**Forgot Your Username?**” prompt in the Login Form :



Illustration 3 : Forgot Your Username

When you fill in your e-mail address, MyMeeting will e-mail you the username that you can use to access the system.

4 MyMeeting Users

4.1 Type of Users and Access Permission

As explained earlier, MyMeeting has 3 types of users namely:

- Super Administrator
- Secretariat / Admin
- Users / Members

** The functions for Chairman and Meeting Members have been combined as one, referring to Users/Members roles*

Stated below are the main functionalities of each user role in MyMeeting. This manual explains each user functions in more details.

- **Super Administrator** has the ability to create :
 - ◆ Other Superuser
 - ◆ New Committee
 - ◆ New Title
 - ◆ System-wide to-do list
 - ◆ Change system settings
 - ◆ Viewing logs
 - ◆ Reset user password
- **Secretariat / Admin**
 - ◆ Manage Committees
 - ◆ Create Sub-Committees
 - ◆ Assign Members to committees
 - ◆ Create Groups for committee
 - ◆ Create Project for committee
 - ◆ Manage Committee Meeting
- **Users / Members**
 - ◆ Update action status
 - ◆ Change own password
 - ◆ Update personal detail
 - ◆ Give comment

4.2 Logging In and Out

To Login

Type MyMeeting address on your web browser (example <http://localhost/mymeeting>). Once you have been added/registered to MyMeeting by administrator of the committee, you can enter your **username** and **password** in the Login Form and click **Login** button to login to the system. Upon Logging in, system will navigate to “**My Committee**” screen.



The image shows a standard login interface. At the top, it says "Login". Below that are two text input fields: "Username" and "Password", each with a corresponding label. Underneath these fields is a blue "Login" button. At the bottom of the page, there are two links: "Forgot your password?" and "Forgot your username?".

Illustration 4 : Login page

As a security measure, Capcha will appear after 3 unsuccessful logins as shown in following illustration. User will be required to fill in the shown numbers and alphabets in order to login back to prevent brute-force password hacking. Your login account will be locked for an hour after 6 unsuccessful logins.



The image shows a login page with a CAPTCHA challenge. The "Username" field contains "admin" and the "Password" field is empty. A message at the top states: "You have exceeded more than allowed login attempts. Please fill in the numbers and alphabets you see below." Below this message is a CAPTCHA image showing the text "b58vff". There is also a "Code" input field and a "Login" button.

Illustration 5 : Captcha

Logout

On any page of MyMeeting you can find “Logout” link at the top right side of the screen. Click on “Logout” link, system will end the current session and navigate to login page.



Illustration 6 : Logout page

4.3 My Committees

My Committees is the main page which will be displayed after logging in to MyMeeting. My Committees screen will list all the committees involved by the person who logged in.

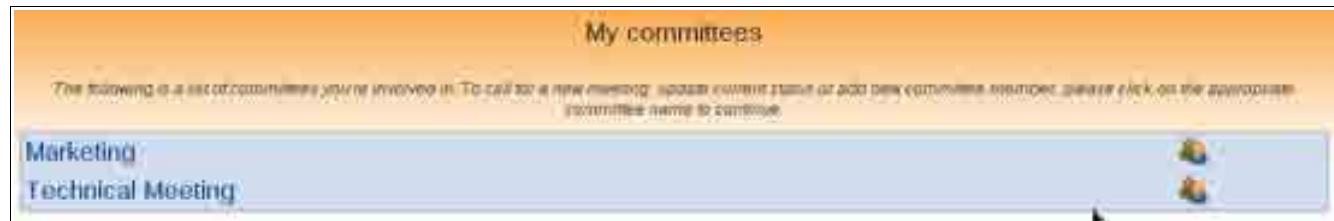


Illustration 7 : Committees involving the current user

4.4 My Profile

Any user regardless of their assigned roles, is able to manage his/her own profile. He/she can update and change account password too.

To Update Profile

Click a link labeled with current logged-in user's name. You will be prompted to edit profile screen.

Changes will take effect after you log in next time

Title En

Name admin

Post Administrator

Section/Division OSCC, MAMPU

Grade

Email admin@oscc.org.my

Address OSCC

Telephone 0366666666

Fax 0366666666

Mobile 036000000006

Save **Cancel**

Illustration 8 : Editing Profile

Fields:

✓ Title	-User's title (eg. Dato', Dr., Pn.,etc)
✓ Name	-User's full name
✓ Post	-User's job title
✓ Section/Division	-User's section or devision
✓ Grade	-User's grade (eg. F29, F41)
✓ Email	-User's email address
✓ Address	-Office address
✓ Telephone	-Office phone number
✓ Fax	-Fax number
✓ Mobile	-Mobile number

Modify your personal details. Click “**Submit**” button to save the record, system will be prompted to “**My Committee**” screen if it has been saved successfully.

To Change Password

On “**Edit Profile**” screen, click on “**Change Password**” link. You will be prompted to change password screen.



The screenshot shows a window titled "Change Password". It contains three text input fields: "Old Password", "New Password", and "Confirm Password". Below these fields are two buttons: "Submit" and "Cancel". A cursor is visible on the right side of the window.

Illustration 9 : Changing Password

Fields:

- ✓ Old Password -Key in your old/existing password.
- ✓ New Password -Key in your desired new password
- ✓ Confirm Password -Key in the new password again to confirm the new password

Click “**Submit**” button to save the record, you will be prompted to “**Edit Profile**” screen if it has been saved successfully.

5 Accessing MyMeeting: Users / Members

5.1 *Introduction*

This chapter deals with the access permission of users/members in MyMeeting system. The functions available in MyMeeting will vary depending on the access permission assigned to you. In this chapter, we will look at :

- Preparation for meeting
- Usage during meeting
- Usage after meeting

5.2 *Preparation for Meeting*

Before attending a meeting, users are required to confirm their attendance which will be received via an automatically generated email invitation. Explained below are the two steps involved in preparation of the meeting.

5.3 *Confirming Attendance*

Users/Members can confirm their attendance before a meeting through MyMeeting system. When emailed invitation is received, a link directing the user to a confirmation page will be provided. Once logged in, users/members will have options to confirm attendance or state reason for not attending. If the meeting allows them to send representatives on behalf, they can nominate someone to the meeting too.

Attendance confirmation can be edited and changed up to **three days before the actual meeting**.

Meeting Title: Annual General Meeting
Meeting No: AGM 2024
Meeting Date: 2024-01-15
Venue: Hall

Confirmation message for Mr. admin

Please confirm whether you will attend this meeting: Yes/No

Please enter your confirmation message below:

Please enter your representative's details below:

Excuse: _____

Representative: _____

Submit

Illustration 10: Attendance Confirmation

5.4 *Invitation Emails*

Email will be sent from the system to invite users to attend meeting. Users invited to attend the meeting will receive an e-mail containing the details of the meeting. This automatic meeting invitation will ensure none of the members are left uninvited.

To view further information such as agenda, decision taken during the previous meeting, supporting documentations, users will need to login to MyMeeting system.



Illustration 11: Example of meeting Invitation email received

5.5 *During Meeting*

During an ongoing meeting, users/members can view the previous discussion minutes, can do searching of decisions taken, comments and their statuses. Besides, all the files uploaded to the meetings, decisions and statuses can also be viewed and downloaded.

5.6 *Viewing Minutes and Decisions*

Users /Members can view previous minutes and also decisions for the upcoming meeting. During a meeting, users can refer to the minutes and decisions taken via MyMeeting system itself rather than bringing a hard-copy of the minutes to the meeting.

Upon logging in the system, you will be prompted a page with all the committees you are involved in. By clicking on the committee you will be able to see a calendar displaying all the previous and upcoming meetings.

Your upcoming meetings

You're currently viewing month: Feb 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	3 Bil 1 Tahun 2009 (14:42 pm, oacc meeting room)	4	5	6	7	8
9	10	11 Bil 1 Tahun 2009 (14:42 pm, oacc meeting room) Bil 2 Tahun 2009 (14:42 pm, oacc meeting room)	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

[+ prev | next]

Important Alerts

Upcoming meetings (2)	Upcoming deadlines (2)	Decisions with due date (3)
Meeting Number: Bil 1 Tahun 2009 Meeting Title: Bilangan Tercukupi Meeting Meeting Date: 11/02/2009 Meeting Venue: oacc meeting room	Project: IFF Meeting: Bil 1 Tahun 2009 Decision: Incentive Facilitation Program report (IFF) letter for extension for IFF is with TM HE Rosli. To be removed from IFF. Decision deadline: 18/02/2009 Individual Implementor: admin han	Project: IFF Meeting: Bil 1 Tahun 2009 Decision: Incentive Facilitation Program report (IFF) letter for extension for IFF is with TM HE Rosli. To be removed from IFF. Decision deadline: 18/02/2009 Individual Implementor: admin han
Meeting Number: Bil 2 Tahun 2009 Meeting Title: Bilangan Tercukupi Meeting Meeting Date: 11/02/2009 Meeting Venue: oacc meeting room	Project: UNPSA Meeting: Bil 1 Tahun 2009 Decision: Unesco National Public Service Awards (UNPSA). Chairperson mentioned that Dr. AHN may want MyMeeting to be submitted for the UNPSA. Decision deadline: 18/02/2009 Individual Implementor: admin han	Project: UNPSA Meeting: Bil 1 Tahun 2009 Decision: Unesco National Public Service Awards (UNPSA). Chairperson mentioned that Dr. AHN may want MyMeeting to be submitted for the UNPSA. Decision deadline: 18/02/2009 Individual Implementor: admin han

Illustration 12: Meetings are shown in calendar view and all the decisions related to the users are shown under important alerts

Clicking on the ongoing meeting will lead you to a page containing the agenda of the meeting with all the supporting documents uploaded (if there's any for that meeting).

In order to view all the decisions taken and the minutes of the previous meeting, click on the **previous meeting** from the link shown. The details of the meeting, the files uploaded and the decision will be displayed on this page.

- ✓ Filters - This option allows you to filter decisions. Filtering can be done by either choosing project, group implementor or individual implementor. Every decision that matches this filtering criteria will be filtered on the list.

The screenshot shows the MyMeeting software interface. At the top, there is a navigation bar with links: '18-17 Januari 2009', 'Assurance', 'Edit XLSX version', 'Edit minutes', 'Announce Decisions', 'View Minutes', 'View Decisions', and 'My 2 Januari 2009'.

Upcoming Meeting

Meeting Mesyuarat TechnicalMeeting Bil 1 Tahun 2009

Previous Meeting

Committee: Technical Meeting
Meeting Title: Mesyuarat Technical Meeting
Meeting No: Bil 1 Tahun 2009
Meeting Date: 11/02/2009 11:14 am
Venue: document@comcast.net

List of decisions: Z

Filters:

Please select your filter criteria

Project:

Group Implementor:

Individual Implementor:

Project: IPP

Deadline: 18/02/2009
Description:
Incentive Facilitation Program (IPP)
Letter for extension for IPP is with Mr. H. P. Ooi for approval. To be removed from GRT 2009.

Individual implementor:
H. P. Ooi
Comments: 0 | **Status:** No update

Project: UNIPSA

Deadline: 18/02/2009
Description:
United Nation Public Service Award (UNIPSA)
2. Chairperson mentioned that Dr. Alifah may work MyMeeting to be submitted for the UNPA. Madam Tan to inform that OSCC will participate or not in next Tuesday after their meeting.

Action by Madam Tan:

Individual implementor:
H. P. Ooi
Comments: 0 | **Status:** No update

Illustration 13: Viewing Decisions

5.7 Search

This search option in MyMeeting allows the very useful utility to filter status update. You should put the search criterion, and every row that matches this criterion to be filtered on the list. This list can be categorized based on individual implementors and group implementors.

No.	Meeting	Project Item	Decision	Implementors & Status
1.	MyMeeting Technical Meeting	IPP	Decision Facilitation Program (not IPP) letter for implementation for IPP is waiting for final BSI approval. To be removed item SKT 2009	admin Not updated

Illustration 14: Search

Search criterion

- ✓ Taken, on time -list of updated statuses before the deadline.
- ✓ Taken, late -list of updated statuses after the deadline.
- ✓ Not taken, before over due -list of non updated statuses which are before the deadline
- ✓ Not taken, overdue -list of non updated statuses which are overdue

Clicking on any link in the search will enable you to view the whole list of statuses and decisions including the comments.

Another search available in MyMeeting system is the filtering criteria. This filtering is available in every listing of the modules in MyMeeting. Type the required criteria in the provided field to search for your listing. Example of filtering in Address Book is shown as below.

Filters	
Name	<input type="text"/>
Email	<input type="text"/>

Illustration 15: Filtering available in each module

5.8 Address Book

User/Members within the committee will be listed in a paginated screen. You can view the details of other users/members within your committees by clicking the view icon.



The screenshot shows the 'Address Book' module. At the top, there is a search bar with fields for 'Name' and 'Email'. Below the search bar is a 'Filters' button. A message 'Please enter your filter criteria's' is displayed. The main area shows a table with 3 records. The columns are: No, Name, Email, Telephone, Mobile, Job Title, Term, and Actions. The data in the table is as follows:

No	Name	Email	Telephone	Mobile	Job Title	Term	Actions
1	En. admin	admin@uccg.org.my	0388888888	030000000000	Administrator	admin	  
2	En. Iqbal	haz@uccg.org.my			Par. pengaruh	member	  
3	Pr. Iqbal	hazam@uccg.org.my			Par. pengaruh	member	  

Illustration 16: Filtering available in each module

- ✓ Filters – This option allows you to filter user accounts. Filtering can be done by either keying in username, e-mail address of the user or both at the same time. Every row that matches with this filtering will be filtered on the list.
- Email – This email address as displayed in the listing will enable email sent via local email client when the link is clicked.

5.9 Files Archive

Besides all the functions above, users/members can also view the Files Archive tab. Upon selecting the committee, user can click on the "Files Archive" tab to view all the files uploaded to a meeting, decisions and even to statuses. Click on any of the files to download it.



The screenshot shows the 'Files Archive' module. It has two tabs: 'Meeting Files' and 'User Status Files'. The 'Meeting Files' tab is selected and displays a table with 1 record. The columns are: ID, Meeting, Meeting Date, File, and Updated. The data is as follows:

ID	Meeting	Meeting Date	File	Updated
1	MyMeeting Test - CLASSROOM	1/10/2008	meeting.xls	10/02/2008

The 'User Status Files' tab is also shown with 1 record. The columns are: ID, Status, Status Date, File, and Updated. The data is as follows:

ID	Status	Status Date	File	Updated
1	Completed	1/10/2008	file1.xls	10/02/2008

Illustration 17: Files Archive

5.10 After MyMeeting

Users/Members can post their user statuses, group statuses and even their comments once the meeting decisions have been keyed in the MyMeeting system.

5.11 User Status

Users/Members who have been assigned to take action status for decisions will be required to report their statuses. Only the latest status taken will be shown in the system, the rest will be kept in the history. Those in-charge will be able to see a link stated “**Add new <name of implementor> user status**”. Click on the link to key in your status for the decision.

Those who have been assigned to take action will see the decisions once you have clicked on the committee. All the statuses which need updates and have been assigned to you will be listed on this page under “**decisions need updating**” column (As in illustration : **Meeting shown in calendar view and all the decisions related to the user shown under important alerts**). Clicking on the decisions will redirect you to the decision page where you will be required to key in the statuses.

You can also access to this page from the calendar view. Clicking on the meeting will redirect you to the list of decisions page. To update status on any action taken, click on “**Updated/No Update**” of the decision you wish to update. (As in illustration : **Viewing decisions**)

5.11.1 Add User Status

Click on “**Add new <name of implementor> user status**”. The following page will be displayed

Access : Select “**Meeting from calendar**” > “**Update/No update**” > “**Add new 'name of implementor' user status**”

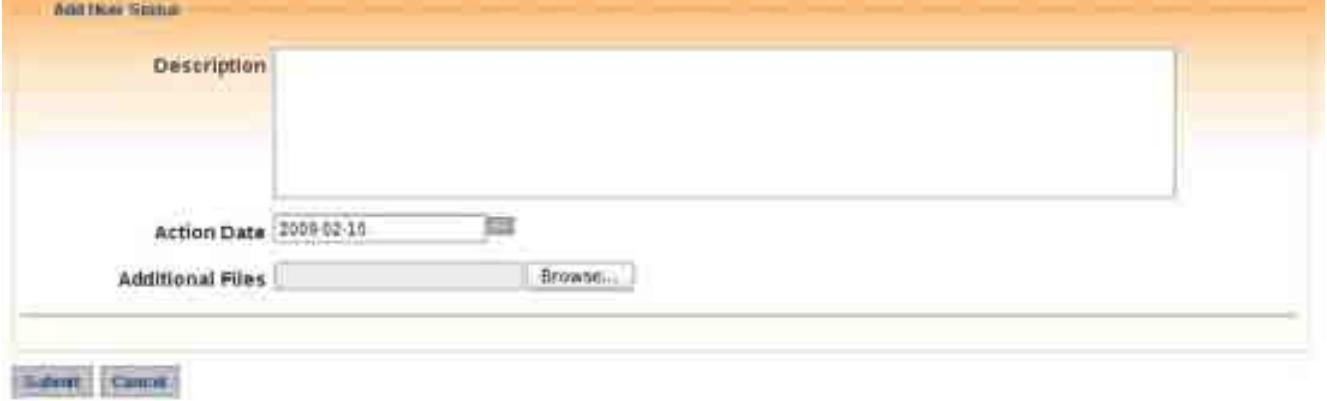


Illustration 18: Adding User Status

Fields:

- ✓ Description -The descriptions of your status
- ✓ Action Date -When has the action been taken
- ✓ Additional files -Supporting documents for this status

Type in the details and click “**Submit**” to save.

**All the implementors of that decision will receive an email upon submission of the status.*

5.11.2 Edit User Status

Status in MyMeeting cannot be edited but can be updated with new status. All your previous statuses will be saved in the history.

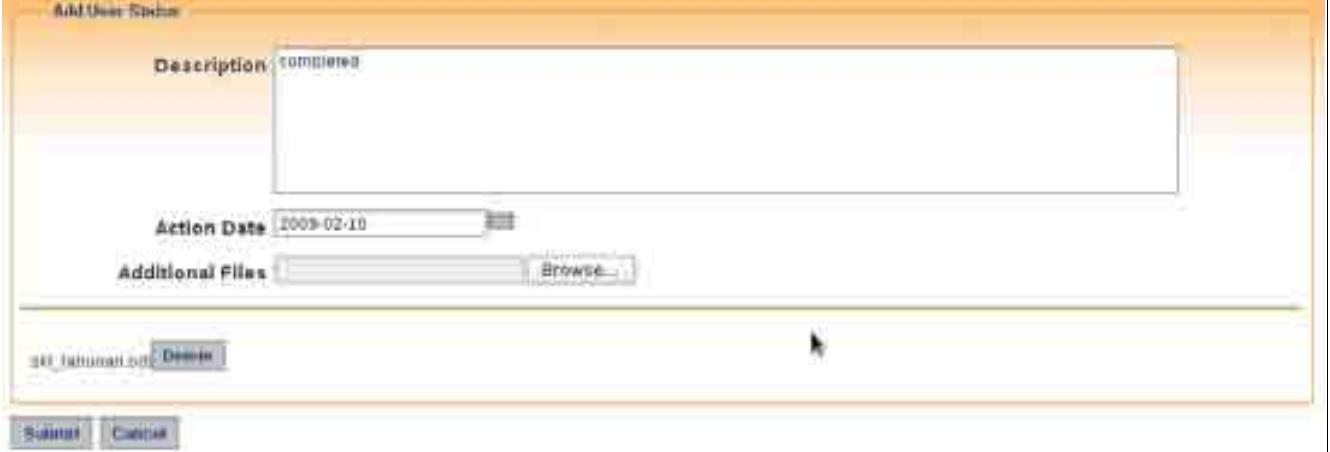


Illustration 19 : Editing User Status

5.12 Group Status

If an action is assigned to a group of people, then one of the user in that group will be required to take action on the group status . Only the latest status will be shown in the system, the rest will be kept in the history. Those in-charge will be able to see a link stated “**Add new <name of implementor> group status**”. Click on the link to key in your status for the decision.

Those who have been assigned to take status will see the decisions once you have clicked on the committee. All the statuses which need updates and have been assigned to your group will be listed on this page under “**decisions need updating**” column. Clicking on the decisions will redirect you to the decision page where you will be required to key in the group status.

You can also access to this page from the calendar view. Clicking on the meeting will redirect you to the list of decisions page. To update status on any action taken, click on “**Updated/No Update**” of the decision you wish to update.

5.12.1 Add Group Status

Click on “**Add new <name of implementor> group status**”. The following page will be displayed

Access : Select “**Meeting from calendar**” > “**Update/No update**” > “**Add new 'name of implementor' group status**”

Illustration 20: Adding Group Status

Fields:

- ✓ Description -The descriptions of your group status
- ✓ Action Date -When is the action date of this group status
- ✓ Additional files -Supporting documents for this group status

Type in the details and click “**Submit**” to save.

**All the group implementors of that decision will receive an email upon submission of the group status.*

5.12.2 Edit Group Status

Group status in MyMeeting cannot be edited but can be updated with new group status. All your previous group statuses will be saved in the history.

Illustration 21 : Editing Group Status

5.13 Comment

Comments can be given on meeting, each and every status and also decisions. All the users in MyMeeting do have the access to leave a comment.

5.13.1 Adding Meeting Comments

Comments on meeting can be done on the meeting details page itself as follows. Add your comments in “Leave a comment” section. Click on “Submit”. List of comments is displayed under the same section, automatically sorted by date (latest on top).

Access : Select “Meeting” tab > “View” icon > “Comments for this meeting”

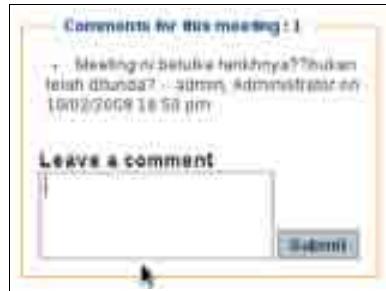


Illustration 22 : Adding Comments for a meeting

5.13.2 Adding Status Comments

Comments can also be given for each and every status in MyMeeting. On meeting details page, click on “Updated/No update” link. Figure as follows is displayed. Add your comments under section labeled “List of status”. Click on “Leave Comment” link and “Submit” to save else click “Cancel” link to cancel the saving.

Access : Select “Meeting” tab > “View” icon > “Updated/No Update” > Leave Comment

List of status		Status	Return Date	Comments	History
Baru	Completed Additional Files: sd1_instrument.pdf		10/02/2009	(Leave comment) (Cancel) Leave a comment	2 View
Pengaruh	Has not customized status yet almost complete... 70% done		10/02/2009	(Leave comment) (Cancel) www...70% complete!!! keep up the good work on 10/02/2009 17:02 pm	1 View

Illustration 23 : Adding Comments for a status

5.13.3 Adding Decision Comments

On meeting details page, click on “Updated/No update”. Figure below is displayed. Add your comments under section labeled “Comments for this decision”. Click on “Submit”.

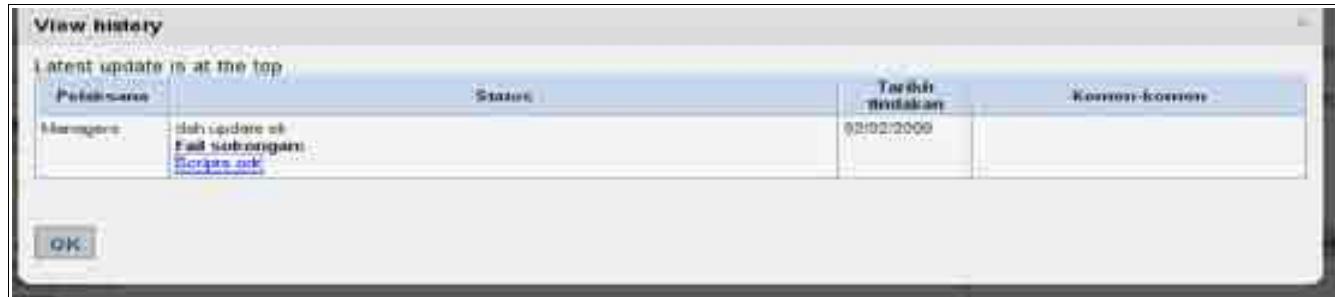


The image shows a simple web form titled "Comments for this decision". It contains a text area with the placeholder "Leave a comment" and a "Submit" button at the bottom right.

Illustration 24 : Adding Comments for decision

5.13.4 View History of Status & Comments

Click on “View” link in order to view all the history of your previous statuses and comments. The latest updated status will be shown on the top of list followed by others.



The image shows a "View history" dialog box. It contains a table with columns: Petahuan, Status, Tarikh, and Komen-komen. The table has one row of data. The "Status" column contains a link "Status update oleh". The "Tarikh" column contains the date "02/02/2009". The "Komen-komen" column is empty. At the bottom left is an "OK" button.

Petahuan	Status	Tarikh	Komen-komen
Manager:	Status update oleh Fail submisi Berjaya	02/02/2009	

Illustration 25 : History of status and comments

6 Managing MyMeeting : Secretariat /Admin

Chapter 6 and 7 of this MyMeeting manual is meant for meeting secretariat responsible for meeting coordination activities.

6.1 Managing Committees

All committees will be created by Super Administrator of MyMeeting system (refer to **chapter 8** for instruction on creating committees). The admin/secretariat of a committee has a few responsibilities which must be administered in order to manage a committee. Those responsibilities are as follows:

- Add sub-committees
- Edit the committee settings
- Manage the users of the committee
- Manage the groups of the committee
- Manage the todo list of the committee
- Manage the message templates of the committee
- Manage the permission granted to users of the committee

6.1.1 Edit Committees

To edit the committee settings, the Administrator first has to look in the "**My Committees**" page by clicking on the "My Committees" link on the upper right corner. Next, click on the "**Edit**" icon beside the committee. This icon is only available to the administrator of the committee (ie the user who has been given the rights to administer the committee. See "Managing Permission" for more information).

The screenshot shows the 'Edit Committee' page. At the top, there is a note: 'Nota: hanya admin di meeting committee yang dapat mengakses halaman ini. Admin yang bukan admin di committee hanya dapat mengakses halaman ini melalui menu "Meeting Room Template".' Below this, there are several input fields:

- Parent:** Open Source Competence Centre
- Name:** (highlighted in red)
- Short Name:** MinID
- Meeting Num Template:** MinID Tahun %yyyy%
- Meeting Title Template:** %Meeting% %Committee% %short%
- Item name:** Project
- Minute Template:** A rich text editor with a toolbar, showing 'Paragraph', 'Font Family', and 'Font Size' buttons.

At the bottom, there are 'Submit' and 'Cancel' buttons.

Illustration 26 : Editing Committee

Fields :

✓ Parent	-Assign a parent to the committee if it falls under a sub-committee
✓ Name	-This is the name of the committee which will be displayed in the printed reports and minutes
✓ Short name	-This is the name of the committee displayed whenever there is a selection to be made in a form and also used in the url of MyMeeting
✓ Meeting Num Template	-This is the default template which MyMeeting will use to generate the next meeting number for that committee. (ex: Bil 1 Tahun 2008)
✓ Meeting Title Template	-This is the default title of the meeting in that committee. There are two tags you can use in this field: <ul style="list-style-type: none">• %committeeshort : this will be replaced by committee's short name• %committeelong : this will be replaced with the committee's name
✓ Item Name	-The default item name is 'Project'. But there are some committees who do not discuss projects in their meetings. They might discuss 'Task' or 'Agenda' and you might want it to be referred this way.
✓ Minute Template	-When the secretariat wants to write the minutes for a meeting, there might be a few items which would be repeated for every meeting. These items can be defined here and it would automatically be included when the minutes are first added.

Click “**Submit**” button to save the records, the main screen displaying list of committees will be displayed if it has been saved successfully.

6.1.2 Adding Sub-Committees

Click on the “**sub committee's**” icon to add a sub-committee under a committee. Even a Sub-committee can have committees under it as well.

The screenshot shows a web-based form titled "Committee : Technical Meeting" with a sub-section "Add Sub-Committee". The form includes the following fields:

- Name:**
- Short Name:**
- Meeting Num Template:** (Bil %Year %Month %Year)
- Meeting Title Template:** (Meeting %committeeshort)

At the bottom of the form are two buttons: **Submit** and **Cancel**.

Illustration 27 : Adding Sub-Committee

6.1.3 Deleting Committees & Sub-Committees

Click on the “**delete**” icon to delete the selected committee.

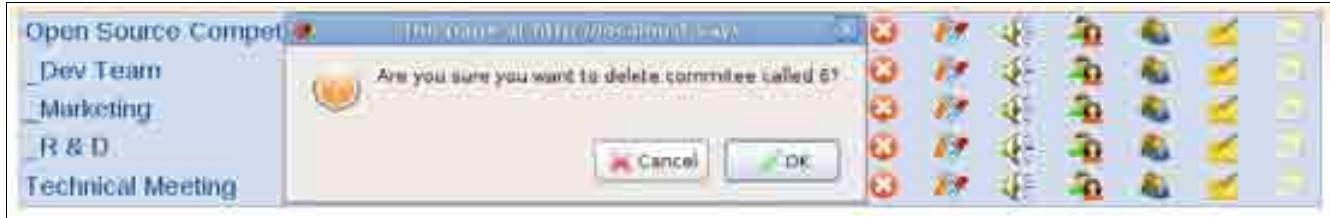


Illustration 28 : Deleting Committee & Sub-Committee

6.2 Managing Permission

MyMeeting has default permission setting upon installation, if you want to change/modify them, then refer to this chapter. Committee Permission explains the access controls in MyMeeting and determine who can do what depending on their role or group they are in. The Committees Permission list can be accessed only from the 'Permission' icon beside the name of the committee in the 'My Committee' page committees list.

Permission is actually based on Models in MyMeeting. The models available are:

- Committee
- Committee Todo
- Group
- Users/Memberships
- Workflow
- Model Workflow
- Project
- Announcement
- Template
- Meeting
- Attendance
- Meeting Todo
- Decision
- User Status
- Group Status

And the list of permission that can be granted are:

- Create
- View
- Edit
- Delete
- Approve
- Disapprove

If a user has been granted the permission to view the Attendance model but not Create or Edit or Delete it then that user will only be able to view the Attendance available in that committee but would

not be able to do any other thing like edit, delete or add new Attendance. The permission can be granted to a few criteria which are:

- ✓ All -everyone who is registered in that committee
- ✓ Owner -the user who owns that particular item in the table. For example Owner of 'User Status' would be the user who has to update his status on a certain decision
- ✓ Invited -users who was invited to that particular meeting. Some committees like to have the meeting details (decisions, status, comments) viewed only by users actually involved in that meeting. The administrator would be able to restrict their access using this rule.
- ✓ Attended -this is like above except it is even more strict (ie only users who actually attended the meeting will be given permission)
- ✓ Role:<user role> -grant permission if the user has this particular role in the committee
- ✓ Group:<user group> -grant permission if the users belongs to this particular group in the committee

As an example, take the default permission for 'User Status' in MyMeeting. The permission is given as:

- create = role:admin,owner
- view = all
- edit = role:admin,owner
- delete = role:admin
- approve
- disapprove

According to the permission given above, only users who have the role of admin (usually the administrators) and owners (the person who was assigned in the decision) can create and edit the user status in that committee. Everyone in that committee can see the status (view = all) and only the administrator can delete the status (delete = role:admin) , although actually in MyMeeting there is no way to delete a user status once it has been submitted.

Permission given is read from left to right and would be applied to the first rule relevant to the user. For example if a permission was written like this:

```
group:managers,!group:marketing,all
```

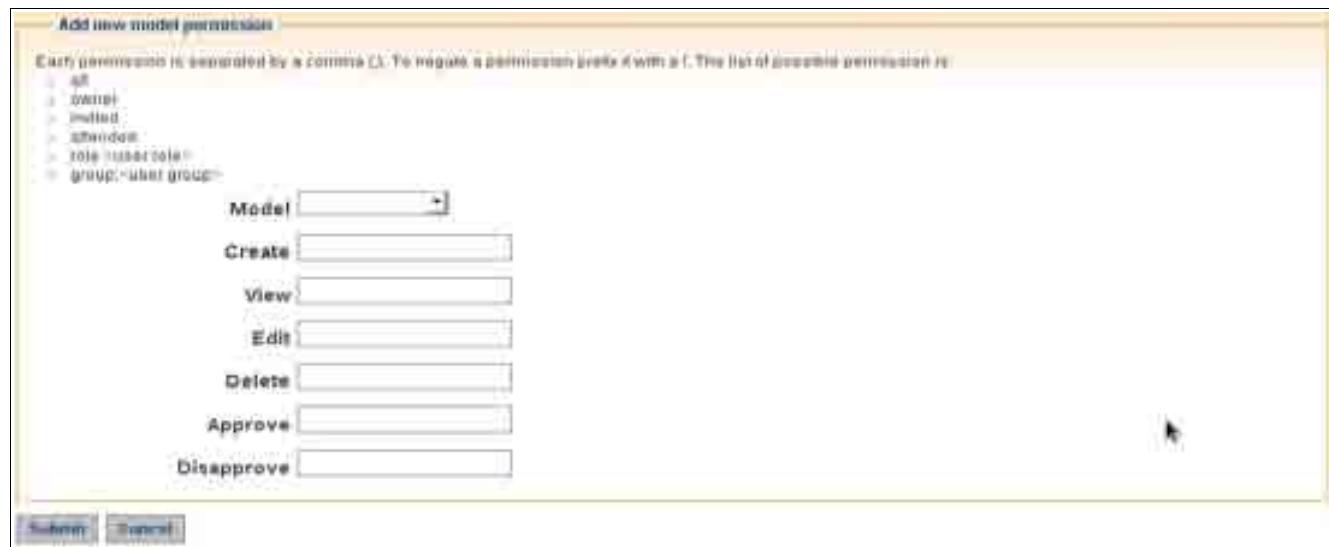
then the steps the system would take would be:

1. Check whether the users is in the managers group. If the users is in the managers group then the user would be granted permission for that action. If not, go to the second step.
2. Check whether the user is in the marketing group. If the user is in the marketing group then the user would be denied permission (the exclamation mark denies the permission) for that particular action. If not move on to the third step.
3. All users not granted or denied permission by step 1 and 2 are granted permission

In other words the rule above would grant permission to anyone who is a manager or that person is not from marketing.

6.2.1 Add permission

Click "Add new model permission" link from the list of permission to add permission in the chosen committee. Functions of the fields in permission are as explained above.



Add new model permission

Each permission is separated by a comma (,). To negate a permission prefix it with a !. The list of possible permission is:

- all
- owner
- invited
- organizer
- role: userrole
- group: user group

Model

Create

View

Edit

Delete

Approve

Disapprove

Illustration 29 : Adding Permission

Click "Submit" button to save the records, a list of permission will be displayed if it has been saved successfully.

6.2.2 Edit Permission

Click "Edit" icon on the adjacent permission to edit the permission details. Modify the required fields.



Edit permission

Each permission is separated by a comma (,). To negate a permission prefix it with a !. The list of possible permission is:

- all
- owner
- invited
- organizer
- role: userrole
- group: user group

Create

View

Edit

Delete

Approve

Disapprove

Actions	Role	Model	Create	View	Edit	Delete	Approve	Disapprove
Role	role:admin	role:admin	role:admin					

Illustration 30 : Editing Permission

Click “**Submit**” button to save the record, a list of permission will be displayed if it has been saved successfully.

6.2.3 View Permission

To view the permission, click the “**View**” icon to see the details of the permission.

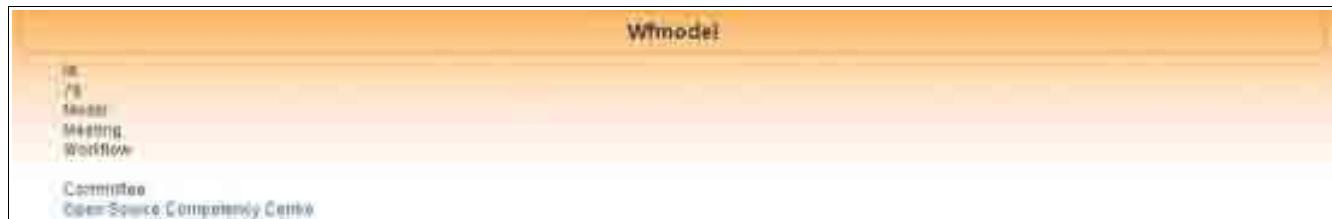


Illustration 31 : Viewing permission

6.2.4 Delete Permission

Click “**Delete**” icon on the adjacent permission to delete a permission. System will prompt a delete confirmation message, if you accept then the selected permission will be deleted. Otherwise the operation is canceled, a screen displaying list of permission will be displayed.



Illustration 32 : Deleting permission

6.3 Managing Announcement

Announcements added will be displayed upon clicking on a committee (displayed on the calendar page). Announcement includes any news or notices which are meant to be publicly visible to all the users/members in a committee.

6.3.1 Add Announcement

On the My Committees screen, click on “**Announcement**” icon. You will be prompted to Announcements screen. Click on “**Add new announcement**” link and the system will redirect you to the add announcement page.

Access : Select “My Committees” > Announcement > Add new Announcement

- ✓ Description -The content of the announcement that would be displayed on the committee main page.



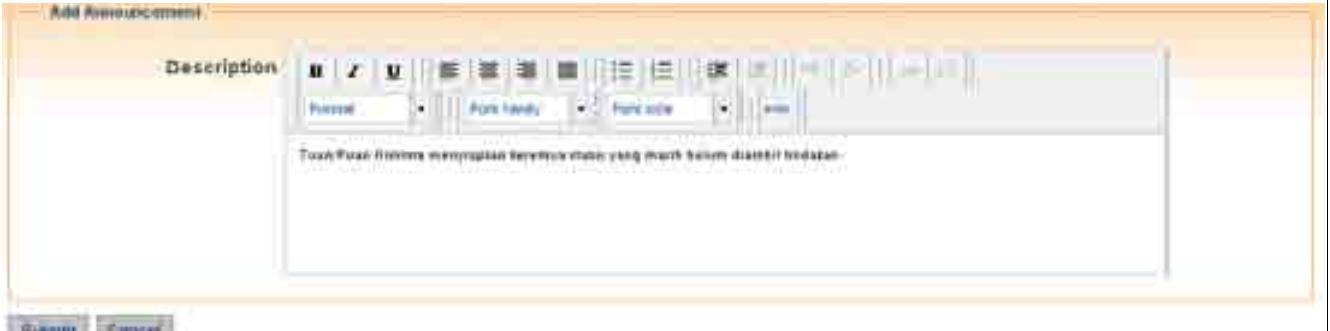
The screenshot shows a 'Add Announcement' form. The 'Description' field is a rich text editor with a toolbar at the top containing buttons for bold (B), italic (I), underline (U), and various font styles (Font Family, Font size). Below the toolbar is a text area where the announcement content is entered. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Illustration 33: Adding Announcement

Click “Submit” button to save the record, a screen displaying list of announcements will be displayed if it has been saved successfully.

6.3.2 Edit Announcement

Click “Edit” icon on the adjacent announcement to edit the announcement detail. Modify the required fields.



The screenshot shows an 'Edit Announcement' form. The 'Description' field is a rich text editor with a toolbar at the top. A message placeholder 'To add your announcement message, click here to edit.' is displayed in the text area. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Illustration 34 : Editing Announcement

Click “Submit” button to save the record, a list of announcements will be displayed if it has been saved successfully.

6.3.3 View Announcement

Details of an announcement can be viewed by just clicking on the “View” icon. Newly added announcements will be displayed on the calendar page of the committee.

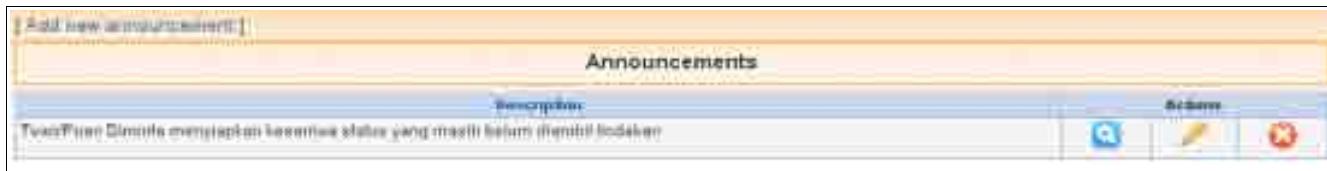


Illustration 35 : Viewing Announcement

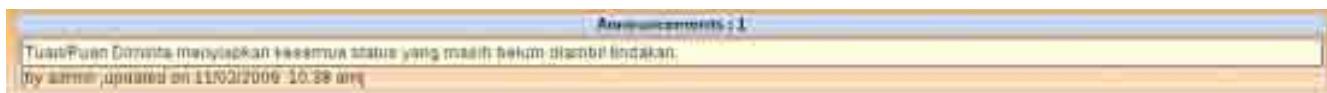


Illustration 36 : Viewing Announcement from the Committee's page

6.3.4 Delete Announcement

Click “Delete” icon on the adjacent announcement to delete the announcement. System will prompt a delete confirmation message, if you accept then the selected announcement will be deleted. Otherwise the operation is canceled, a screen displaying list of announcements will be displayed.

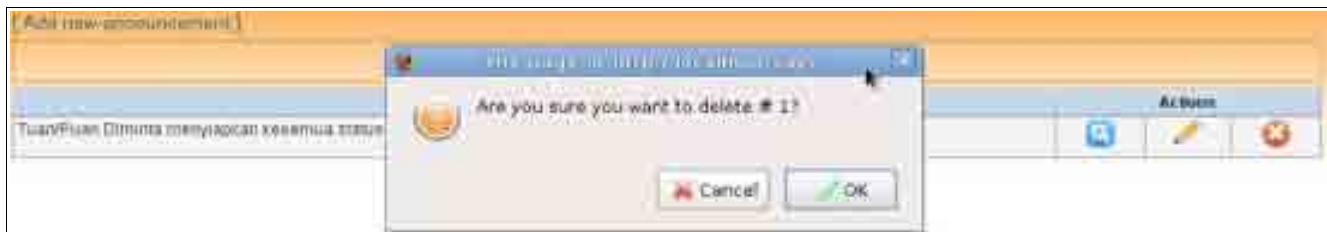


Illustration 37 : Deleting Announcement

6.4 Managing Groups

Members of a committee can be conveniently categorised into groups. Groups might represent where the users are from (ie. users from different departments are put into their own groups), might represent the ranks of the users (ie. directors are one group, lowly lifeless peons are another), might represent the different functions of the users (coders might be one group, graphic artist might be one group, musicians might be one group) and might even represent separation of the users (male/female, by race, by religion and other forms of discrimination).

The group in MyMeeting serves 2 purposes.

- Groups are used to easily choose the users/members to attend a meeting. Once a group is selected the system will automatically check each user of that group.
- Secondly, decisions can be assigned to a group in the committee and that group of members would share the same status. Any of the members could update the status for that group.

Committee groups list can be accessed from the “Group” icon beside the name of the committee in the “My Committees” page. In the “Groups” page the administrator can view the members of a

group, add a new group, edit the name and members of a group and also remove groups from the committee.

6.4.1 Add Groups

Click on the “Add new group” link to add a new group for the committee.



The screenshot shows a 'Add Group' dialog box. The 'Name' field contains 'Engarm'. The 'User' section lists four users: 'admin', 'haji', 'Oli Beng', and 'tan', each with an associated checkbox. The 'haji' and 'tan' checkboxes are checked. At the bottom are 'Submit' and 'Cancel' buttons.

Illustration 38 : Adding Group

Fields :

- ✓ Name -The group name
- ✓ User -Click on the check box of the users/members to include them into the group

Click “Submit” button to save the record, a screen displaying list of groups will be displayed if it has been saved successfully.

6.4.2 Edit Groups

Click “Edit” icon next to the group in the 'Groups' page. You could edit the name of the group and the members of the group.



The screenshot shows an 'Edit Group' dialog box. The 'Name' field contains 'Engarm'. The 'User' section lists four users: 'admin', 'haji', 'Oli Beng', and 'tan', each with an associated checkbox. The 'haji' and 'tan' checkboxes are checked. At the bottom are 'Submit' and 'Cancel' buttons.

Illustration 39 : Editing Group

Click “Submit” button to save the record, a list of groups will be displayed if it has been saved successfully.

6.4.3 View Groups

To view the group and the members of a group, click the “View” icon to see the details of the group.



Illustration 40 : Viewing Group

6.4.4 Delete Groups

Click “Delete” icon on groups page to delete a group. System will prompt a delete confirmation message, if you accept then the selected group will be deleted from the committee. Otherwise the operation is canceled, a screen showing list of committee groups will be displayed.



Illustration 41 : Deleting Group

6.5 Managing Committee Users

Committee users list can be accessed either by going to the “Address Book” link in the committee or the “Users” icon beside the name of the committee in the “My Committees” page committees list. Admin/secretariat can add a new user into the committee, edit the roles of the current users and also remove users from the committee.

6.5.1 Add users

Click on the “Add new member” link to add a new member for the committee’.

Illustration 42 : Adding Committee Members/Users

Fields :

- ✓ Role - Role for the particular user
- ✓ Email - User's email address.

** If the user already exists in the system (ie the email entered already belongs to a user registered in the system) the following fields would be grayed out as the administrator cannot change the information of a user already in the system. If the user has yet to register then it is up to the administrator to add as much details about the user as possible.*

- ✓ Username - Name which will be used upon logging into MyMeeting system.
- ✓ Title - User's title (eg. Dato', Dr., Pn.,etc)
- ✓ Name - User's full name
- ✓ Job Title - User's job title
- ✓ Section/Division - User's section or devision
- ✓ Grade - User's grade (eg. F29, F41)
- ✓ Address - User's office address
- ✓ Telephone - User's office number
- ✓ Fax - Fax number
- ✓ Mobile - Mobile number

- Username keyed in by the administrator and the default password is the same as the username.

Click “**Submit**” button to save the record, a screen showing list of committee's users will be displayed if it has been saved successfully.

6.5.2 Edit Users

Click “Edit” icon on the adjacent Address Book to edit the users role.



The screenshot shows a software interface titled "Edit Committee Member". It has a "Name" field containing "admin" and a "Role" dropdown menu set to "superuser". Below the form are "Submit" and "Cancel" buttons.

Illustration 43 : Editing Committee Members/Users

Click “Submit” button to save the record, a list of committee's users will be displayed if it has been saved successfully.

* As the admin can only manage how the user is related to the committee itself, so he can only change the user role in the committee.

6.5.3 View Users

Detail of a user can be viewed by just clicking on the “View” icon. For all the committees, the user involved will also be listed in this page.



The screenshot shows a software interface titled "View member" for a user named "admin". It displays user details: Name: admin, Email: admin@oscc.org.in, Post: Administrator, Section/Division: OSCC, MAPPJ, Grade: , Address: OSCC, Telephone: 0366666666, Mobile: 03666666666, Fax: 0366666666. Below this is a "Committees" section with a table showing committee names and the user's role (admin) for each. The committees listed are: Dev Team, Marketing, Open Source Competency Centre, R & D, and Technical Meeting.

Committee	Role
Dev Team	admin
Marketing	admin
Open Source Competency Centre	admin
R & D	admin
Technical Meeting	admin

Illustration 44 : Viewing Committee Members/Users

6.5.4 Delete Users

Click “Delete” icon on the adjacent Address Book to delete a user. System will prompt a delete confirmation message, if you accept then the selected user will be deleted from the committee. Otherwise the operation is canceled, a screen showing list of committee users will be displayed.



Illustration 45 : Deleting Committee Members/Users

6.6 Managing Committees Todo

Committees Todo is used as the default Todo checklist for every new meeting in that particular committee. Examples of a meeting todo checklist might be items like:

- Book the meeting room
- Arrange the refreshments
- Prepare the projector
- Print out agenda

The Committees Todo list can be accessed only from the 'Todo' icon beside the name of the committee in the 'My Committee' page committees list.

6.6.1 Add Todo

Click on the “Add new todo” link to add a new todo for the committee’.



Illustration 46 : Adding Committees Todo's

Fields :

- ✓ Name -The name/description of the to-do
- ✓ Priority -the importance level of the to-do
- ✓ User -person in charged to do the task

Click “**Submit**” button to save the record, a screen showing list of committee's todos will be displayed if it has been saved successfully.

6.6.2 Edit Todo

Click “**Edit**” icon next to the todo from the 'Todos' listing page.



The screenshot shows a 'Edit Todo' form. It has fields for 'Name' (Book the meeting room), 'Priority' (Immediate), and 'User' (admin). At the bottom are 'Submit' and 'Cancel' buttons.

Illustration 47 : Editing Committees Todo's

Click “**Submit**” button to save the record, a list of committee's todos will be displayed if it has been saved successfully.

6.6.3 View Todo

To view the todo, click the “**View**” icon to see the details of the todo.



The screenshot shows a 'Committee's To-do's' listing page. It has a 'Filters' section with 'Name' and 'Priority' fields. Below is a table with four rows:

No.	Task	Priority	Assigned to	Details
1	Book the meeting room	Immediate	admin	
2	Book the conference room	Urgent	admin	
3	Prepare the projector	Normal	admin	
4	Print our agenda	High	admin	

Illustration 48 : Viewing Committees Todo's

6.6.4 Delete Todo

Click “**Delete**” icon on todos page to delete a todo. System will prompt a delete confirmation message, if you accept then the selected committee's todo will be deleted from the committee. Otherwise the operation is canceled, a screen showing list of committee todos will be displayed.



Illustration 49 : Deleting Committees Todo's

6.7 Managing Message Template

Committee Message template is the default template used to generate the e-mails sent out by the system for a particular committee. The Committees Message Template list can be accessed by clicking **“Messages”** icon beside the name of the committee in the **“My Committee”** page committees list. The administrator can view the details of the template and also edit the content of the template for that particular committee.

6.7.1 Edit Template

All these templates are default and editable by admin/secretariat of the committee before it is sent out. The type of messages are:

- ✓ Invite -email to be sent out when inviting committee users/members to a meeting.
- ✓ Uninvite -email to be sent out when a committee user/member has been discarded / deleted from the meeting invitation list.
- ✓ Change -email to be sent out when there is a change in the meeting details.
- ✓ Cancel -email to be sent out when the meeting has been canceled (ie. Meeting was deleted from the meeting list).
- ✓ Meeting Reminder -email to remind users/member of upcoming meeting. Currently not applicable.
- ✓ Status Reminder -email to be sent out to users/members when they have not updated their action status on decisions.
- ✓ Meeting Comment -email to be sent out to members when a comment has been made in a meeting which they were invited to attend.
- ✓ Decision Comment -email to be sent out to members when a comment has been made on a decision which they have been assigned.
- ✓ Status Comment -email to be sent out to members when a comment has been made on a status which they have updated.
- ✓ Decision Assigned -email to be sent out to members to inform the members of the committee that a decision has been assigned to them to take

Fields Available For The Templates

➤ **Invite**

- ✓ %name -Name of the email recipient
- ✓ %Meeting.meeting_num -Meeting number of the meeting the user is invited to
- ✓ %Meeting.meeting_title -Title of the meeting the user is invited to
- ✓ %Meeting.meeting_date -Date of the meeting the user is invited to
- ✓ %Meeting.venue -Venue of the meeting the user is invited to
- ✓ %Link.meeting -Link to the meeting information page in the MyMeeting system

- ✓ %Link.confirm -Link to confirm user attendance

➤ **Uninvite**

- ✓ %name -Name of the email recipient
- ✓ %Meeting.meeting_num -Meeting number of the meeting the user is invited to
- ✓ %Meeting.meeting_title -Title of the meeting the user is invited to
- ✓ %Meeting.meeting_date -Date of the meeting the user is invited to
- ✓ %Meeting.venue -Venue of the meeting the user is invited to

➤ **Change**

- ✓ %name -Name of the email recipient
- ✓ %Meeting.meeting_num -Meeting number of the meeting the user is invited to
- ✓ %Meeting.meeting_title -Title of the meeting the user is invited to
- ✓ %Meeting.meeting_date -Date of the meeting the user is invited to
- ✓ %Meeting.venue -Venue of the meeting the user is invited to
- ✓ %Link.meeting -Link to the meeting information page in the MyMeeting system
- ✓ %OldMeeting.meeting_num -Meeting number of the meeting the user is invited to before the change
- ✓ %OldMeeting.meeting_title -Title of the meeting the user is invited to before the change
- ✓ %OldMeeting.meeting_date -Date of the meeting the user is invited to before the change
- ✓ %OldMeeting.venue -Venue of the meeting the user is invited to before the change

➤ **Cancel**

- ✓ %name -Name of the email recipient
- ✓ %Meeting.meeting_num -Meeting number of the meeting the user is invited to
- ✓ %Meeting.meeting_title -Title of the meeting the user is invited to
- ✓ %Meeting.meeting_date -Date of the meeting the user is invited to
- ✓ %Meeting.venue -Venue of the meeting the user is invited to

➤ **Status Reminder**

- ✓ %name -Name of the email recipient
- ✓ %Meeting.meeting_num -Meeting number of the meeting the decision was made in
- ✓ %Meeting.meeting_title -Title of the meeting the decision was made in
- ✓ %Meeting.meeting_date -Date of the meeting the decision was made in
- ✓ %Meeting.venue -Venue of the meeting the decision was made in

- ✓ %Decision.description
 - Description of the decision the user was assigned to
- ✓ %days_left
 - The number of days left for the user to update the status of the decision
- ✓ %Link.decision
 - Link to the decision information page in the MyMeeting system

➤ **Meeting Comment**

- ✓ %name
 - Name of the email recipient
- ✓ %Meeting.meeting_num
 - Meeting number of the meeting the comment was made in
- ✓ %Meeting.meeting_title
 - Title of the meeting the comment was made in
- ✓ %Meeting.meeting_date
 - Date of the meeting the comment was made in
- ✓ %Meeting.venue
 - Venue of the meeting the comment was made in
- ✓ %Comment.comment
 - Comment that was made to the meeting
- ✓ %Comment.user
 - Name of the user who made the comment
- ✓ %Link.meeting
 - Link to the meeting information page in the MyMeeting system

➤ **Decision Comment**

- ✓ %name
 - Name of the email recipient
- ✓ %Meeting.meeting_num
 - Meeting number of the meeting of the decision the comment was made in
- ✓ %Meeting.meeting_title
 - Title of the meeting of the decision the comment was made
- ✓ %Meeting.meeting_date
 - Date of the meeting of the decision the comment was made
- ✓ %Meeting.venue
 - Venue of the meeting of the decision the comment was made
- ✓ %Decision.description
 - Description of the decision the comment was made in
- ✓ %Comment.comment
 - Comment that was made to the meeting
- ✓ %Comment.user
 - Name of the user who made the comment.
- ✓ %Link.decision
 - Link to the decision information page in the MyMeeting system

➤ **Status Comment**

- ✓ %name
 - Name of the email recipient
- ✓ %Meeting.meeting_num
 - Meeting number of the meeting of the decision of the status the comment was made in
- ✓ %Meeting.meeting_title
 - Title of the meeting of the decision of the status the comment was made in
- ✓ %Meeting.meeting_date
 - Date of the meeting of the decision of the status the comment was made in
- ✓ %Meeting.venue
 - Venue of the meeting of the decision of the status the comment was made in
- ✓ %Decision.description
 - Description of the decision of the status the comment was made in
- ✓ %Status.description
 - Description of the status the comment was made in
- ✓ %Comment.comment
 - Comment that was made to the meeting
- ✓ %Comment.user
 - Name of the user who made the comment
- ✓ %Link.decision
 - Link to the decision information page in the MyMeeting system

➤ **Decision Assigned**

- ✓ %name
 - Name of the email recipient

- ✓ %Meeting.meeting_num -Meeting number of the meeting the decision was made in
- ✓ %Meeting.meeting_title -Title of the meeting the decision was made in
- ✓ %Meeting.meeting_date -Date of the meeting the decision was made in
- ✓ %Meeting.venue -Venue of the meeting the decision was made in
- ✓ %Decision.description -Description of the decision the user was assigned to
- ✓ %Decision.deadline -Deadline of the decision the user was assigned to
- ✓ %Link.decision -Link to the decision information page in the MyMeeting system

Edit System-wide Message

Edit System-wide Message

Editing this message will not affect messages that has been copied to committee and meeting user.

Title: invitation to meeting

Description:

Blind message to issue when inviting members to meetings.

Template:

Dear %name,
Please attend meeting about %Meeting.meeting_title on %Meeting.meeting_date at %Meeting.venue.
Click here for more information
Thank you for your cooperation

Submit **Cancel**

Illustration 50 : Editing Committee Message Template

Click “**Submit**” button to save the record, a list of committee's todos will be displayed if it has been saved successfully.

6.7.2 View Template

To view the message template, click the “**View**” icon to see the details of the template.

Template

Title: invitation to meeting

Description: E-mail message to issue when inviting members to meetings

Message:

Dear %name,
Please attend our meeting about %Meeting.meeting_title on %Meeting.meeting_date at %Meeting.venue.
Click here for more information
Thank you for your cooperation

Back

Illustration 51 : Viewing Committee Message Template

7 Using MyMeeting : Secretariat /Admin

7.1 *Introduction*

Besides managing MyMeeting system, secretariat or the admin of committee will also be able to manage the following functions which are covered in detail in this chapter:

- Managing Project
- Managing Meetings
- Managing Announcement
- Managing Meetings Todo
- Taking attendance

When a Secretariat / Admin of a committee logs in to MyMeeting system, they will be able to see the following screen (displaying only the committees you're involved in):



Illustration 52 : Viewing Committee as an Admin

7.2 *Preparation for Meeting*

As for the preparation of the meeeting, Admin of the committee will be keying in the meeting details and an invitation email will be sent to the invitees. Besides, the Admin will also be able to keep track on the meeting todo's. All these are explained in detail as below.

7.3 *Projects*

Project module is used to add and update information of projects in a committee. Project is basically all the items (perkara) discussed in a meeting. The term "Project" is defined by secretariat (refer to chapter 6.1.1 Edit Committees)

Access : Select “Your Committee” > Project tab



Illustration 53 : Listing of projects

7.3.1 Add Projects

Click "Add new project" link from the list of projects to add project in the chosen committee.



Illustration 54 : Adding project

Fields:

- ✓ Name -Referring to the full name of the project
- ✓ Short Name -Referring to the short name of the project. The short name will be used as an item in a project selection field throughout the committee.
- ✓ Description -The description of the project.

Click “Submit” button to save the records, a screen showing list of projects will be displayed if it has been saved successfully.

7.3.2 Edit Projects

Click “Edit” icon on the adjacent project to edit the project details. Modify the required fields.

Form titled 'Edit Project' with fields for Name (IPR), Short Name (IPR), and Description (IPR). Buttons at the bottom are 'Save' and 'Cancel'.

Illustration 55 : Editing project

Click “Submit” button to save the record, a list of projects will be displayed if it has been saved successfully.

7.3.3 View Projects

Details of a project (all the decisions tied to that project) can be viewed by just clicking on the “View” icon. To view the reports based on a project, click on the “view report” link.

Form titled 'View Project' for 'Project: IPR'. Fields include Committee (Technical Meeting), Project Name (IPR), Project Short Name (IPR), and Description (IPR). Below is a 'List of decisions' section with filters for Meeting Num, Group Implementor, and Individual Implementor. The 'Meetings' section shows a deadline of 18/02/2008 and a description of 'Meeting Facilitator-Program report IPR'. The 'Individual Implementor' section lists 'admin' and 'naji'. The 'Group Implementor' section lists 'Pengaruh'. The 'Comments' section shows a status of 'Not Started'.

Illustration 56 : Viewing a project



Illustration 57 : Viewing report of a project

7.3.4 Delete Projects

Click “Delete” icon on the adjacent project to delete a project. System will prompt a delete confirmation message, if you accept then the selected project will be deleted. Otherwise the operation is canceled, a screen showing list of projects will be displayed.



Illustration 58 : Deleting project

7.4 Meetings

Meeting module is used to add and update information of meetings in a committee. Invitation email will be sent to the invitees after adding the meeting.

7.4.1 Add Meetings

Click on “Add New Meeting” link, you will be prompted to add meeting form.

The screenshot shows the 'Add Meeting' interface. At the top, there are fields for 'Meeting Title' (Unusual Technical Meeting), 'Meeting Num System' (BH-4-Farmasi-2008), 'Meeting Date' (2009-03-09 12:10), 'Venue' (KEDAI DISKON BERSAMA), and 'Allow representatives' (checked). Below these are buttons for 'Agenda Files' (Browse...) and 'Minutes Files' (Browse...). A 'Presentation Files' section is also present. On the left, there is a 'Select by group' dropdown set to 'Pengaruh'. On the right, there is a 'User' section with checkboxes for 'admin', 'haji', 'Oli', 'Bening', and 'tan'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Illustration 59 : Adding Meeting

Fields :

- ✓ Meeting Title -Referring to the title of the meeting (ex : MPKM Meeting). System auto-generates meeting title according to "Meeting Title Template" that has been determined upon creation of committee.
- ✓ Meeting Num System -Referring to the Meeting Number (Bilangan Mesyuarat) of the meeting. auto-generate meeting number according to "Meeting Num Template" that has been determined on creation of committee.
- ✓ Meeting Date -When the meeting to be held.
- ✓ Venue -The place of the meeting to be held.
- ✓ Allow representatives - This will allow attendees to send representatives to the meeting.
- ✓ Agenda Files -File attachment for meeting agenda.
- ✓ Minutes Files -File attachment for meeting minutes
- ✓ Presentation Files -File attachment for other files.
- ✓ User -Referring to meeting invitees. The person invited to attend the meeting. Selection made by clicking each individual.
- ✓ Select by group -Referring to meeting invitees. The person invited to attend the meeting. Selection are made in group, once a group is selected the system will automatically check each user of that group.

Click "Submit" button to save the record, a screen showing "**Invitation to Meeting**" will be displayed

if it has been saved successfully.

* *Invitation to meeting- is a page where you can edit the content of message that will be sent to meeting member.*



Illustration 60 : Invitation to Meeting

- ✓ Send invitation now -click to send invitation without editing the default content.
- ✓ Do not sent invitation -click here if you do not want to send the invitation.
- ✓ Edit message/Schedule Invitation -link to edit content of invitation email before it is sent. System will prompt to “**Edit Invitation**” screen (displaying simple text editor).

There are few tokens/standard of writing you need to follow in order to produce a correct desired output. These are listed as follows: (do not change the tokens when editing the content)



Illustration 61 : Editing Invitation to Meeting

Fields :

- ✓ %name -will be replaced by invitees full name after receiving the email.
- ✓ %Meeting.meeting_title -to print the meeting title
- ✓ %Meeting.meeting_date -to print the meeting date

- ✓ %Meeting.venue -to print the venue of the meeting
- ✓ %Link.meeting -to print link to meeting detail page
- ✓ Invite Date -to determine the date on "when you want the system to send the invitation"

Click “Submit” to save the changes of invitation date.



Illustration 62 : Sending Meeting Invitation

Click on “Send invitation on <date chosen>”. Invitation email will be sent automatically on the chosen day. (refer to illustration 9 to see the example of email received)

7.4.2 Edit Meetings

Click “Edit” icon on the adjacent meeting to edit the meeting detail. Modify the required fields.

Meeting Name: Mesyuarat Technical Meeting

Meeting Name: B4 2 Tahun 2009

Meeting Date: 2009-02-02 10:00

Venue: Meeting Room

Allow representatives

Agenda

Agenda Files:

Minutes Files:

Presentation Files:

Members

Member
admin
haji
Oli Peng
tari

Illustration 63 : Editing Meeting

Click “Submit” button to save record, system will return to “Invitation to meeting” screen. Click “Send invitation now” to add the new arrangement in the email queue.

7.4.3 View Meetings

Click “View” icon on the adjacent meeting to view the meeting detail. Decisions keyed in will be displayed on this page. Keying in decision, adding minutes, viewing reports, viewing minutes can be done through this page. All the previous and upcoming meetings can be viewed from this page without having to go meeting main page.

No	Meeting Title	Meeting Name	Meeting Date	Venue	Actions
1	Mesyuarat Technical Meeting	B4 2 Tahun 2009	11/02/2009 10:42 pm	Meeting Room	<input type="button" value="View"/>
2	Mesyuarat Technical Meeting	B4 1 Tahun 2009	11/03/2009 14:14 pm	Meeting Room	<input type="button" value="View"/>
3	Mesyuarat Technical Meeting	B4 3 Tahun 2009	09/02/2009 14:43 pm	Meeting Room	<input type="button" value="View"/>
4	Mesyuarat Technical Meeting	B4 4 Tahun 2009	08/02/2009 12:18 pm	Meeting Room	<input type="button" value="View"/>

Illustration 64 : Viewing Meeting

7.4.4 Delete Meetings

Click “Delete” icon on the adjacent meeting to delete the meeting. System will prompt a delete confirmation message, if you accept then the selected meeting will be deleted. Otherwise the operation is canceled, a screen showing list of meetings will be displayed.

Upon clicking the delete button, a page prompting the meeting has been deleted will be displayed together with 3 other links as shown in the following screen.

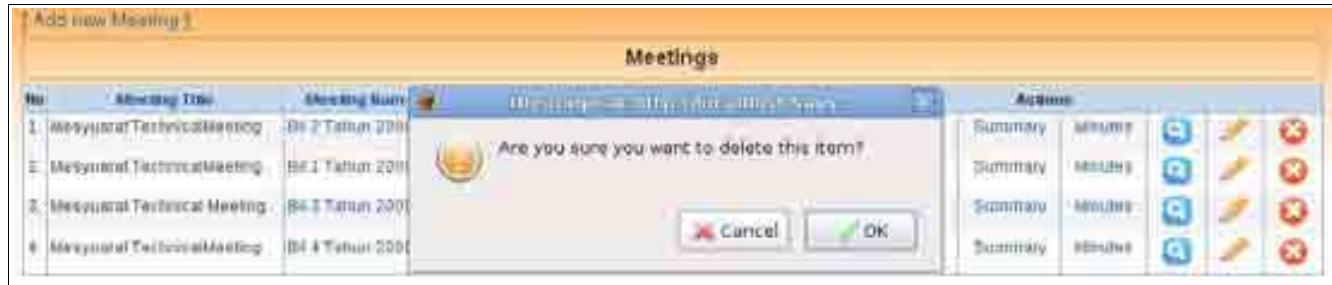


Illustration 65 : Deleting Meeting



Illustration 66 : Notification on Cancellation of Meeting

- ✓ Edit cancellation -edit the content of the invitation before it is sent.
- ✓ Send cancellation -click to send invitation without editing the default content.
- ✓ Do not send cancellation -click here if you do not want to send the invitation.

7.5 Meetings Todo

Meetings Todo is a checklist of preparation task to be done before a meeting. (ex1: prepare projector, ex2 : book meeting room). This todo will not be assigned to anyone, so whoever responsible for that task/ todo's has to update this portion. Ways to update iare explained below.

Meeting title : Regional Technical Meeting					
Meeting no : B-4-C-0001					
Meeting date : 2009-02-11 12:15 pm					
Venue : BCCC meeting room					
Task Todo Instructions for this meeting. Please assign the numbers 1 to 5 according to the tasks.					
1. Book the meeting room.	2. Book the refreshments.	3. Prepare the projector.	4. Print out agenda.	Date Due	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2009-02-11	 
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2009-02-11	 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not done	 
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>					

Illustration 67 : Updating Meeting Todo

7.5.1 Add Meeting Todo

On the meeting list screen, click on “**Todo**” link at adjacent meeting you intend to update or create the meeting to do. System will navigate to Task Todo page.

Click on “**Add new meeting to-do**” link, system will prompt “Add Meeting todo” page.

Add Todo			
Name	<input type="text"/>	Priority	<input type="button" value="Immediate"/>
User	<input type="button" value="admin"/>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Illustration 68 : Adding Meeting Todo

Fields :

- ✓ Name -The name/description of the to-do
- ✓ Priority -the importance level of the to-do
- ✓ User -person in charged to do the task

Fill in the todo detail and click “**Submit**” button to save the record, a screen showing list of to-dos will be displayed if it has been saved successfully.

7.5.2 Edit Meeting Todo

Click “**Edit**” icon on the adjacent todo to edit the todo's detail.

Meeting todo: Book the meeting room

Name: Book the meeting room

Priority: Immediate

User: Admin

Submit Cancel

Illustration 69 : Editing Meeting Todo

Modify todo's detail. Click “**Submit**” button to save the record, a list of todos will be displayed if it has been saved successfully.

7.5.3 Delete Meeting Todo

Click “**Delete**” icon on the adjacent to-dos to delete the to-dos. System will prompt a delete confirmation message, if you accept then the selected todo will be deleted. Otherwise the operation is canceled, a screen showing list of todos will be displayed.

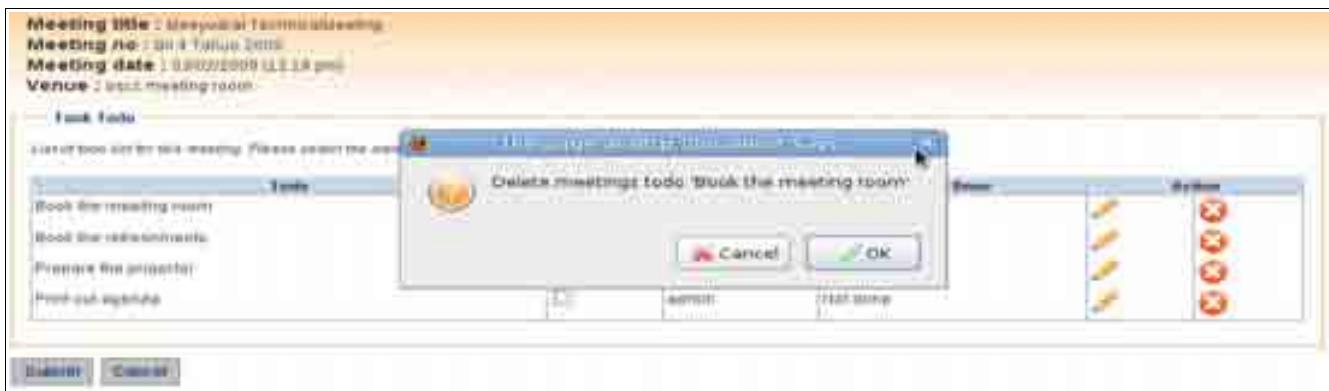


Illustration 70 : Deleting Meeting Todo

7.6 *During a Meeting*

Admin/Secretariat can take attendance and add minutes during meeting.

7.7 Attendance

Secretariat has the role of updating the attendance and confirmation of attending for each member in the meeting. Since the members have the option to update on whether or not they're coming when they receive their invitation, any updates done by them will be reflected on attendance page.

This will leave the secretariat to update only the attendance part during the meeting.

7.7.1 Taking Attendance

Screen below shows the list of members who have been invited for a meeting. Attendances will be taken during a meeting.

Click **"Attendance"** link from list of meetings. Click **"yes"** under attendance column if the invited member has attended the meeting , otherwise click **"no"** and fill in the reason column.

The screenshot shows a table titled 'Attendance' with the following details:

Invited	Name	Confirmed Attendance	Confirmed on	Attendance	Reason	Representative
1	Suman	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11/02/2009 14:28:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2	Ran	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11/02/2009 14:28:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3	De Gang	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11/02/2009 14:28:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Spent time with me	Kiran
4	Sam	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11/02/2009 14:28:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

At the bottom, there are 'Submit' and 'Cancel' buttons.

Illustration 71 : Updating attendance

Click **"Submit"** button to save the updated records.

7.8 Minutes

Adding minutes has two features in one function, i.e it will be generated as minutes (can be viewed from the **view minutes** link) and at the same time it enables decisions to be extracted. This function is less time consuming whereby admin can avoid keying in decision one by one. Minutes will be keyed into MyMeeting system during/after a meeting..

The system will only extract decisions once. Editing minutes later will not extract any decision. Thus once the link **"Add minutes"** turn to **"Edit Minutes"** no more newly added decision extracted by the system.

7.8.1 Add Minutes

Standard to be followed to insert a decision

Perkara-perkara berikut dibincangkan

三

[[Projek Perumahan Presint 11]]

PjH menimbang semula rayuan para pembeli untuk menanggung keseluruhan LAD, termasuklah tuntutan terhadap ACSB bagi meringankan beban kewangan yang ditanggung para pembeli.

Tindakan : {{PjH}}

三三三

[[Projek Perumahan Presint 11]]

PjH telah memberi jaminan akan mengambil alih keseluruhan projek dan memulakan kerja-kerja pemulihan walaupun persetujuan pembeli pada masa kini hanya 76% berbanding 80% seperti yang disyaratkan oleh Lembaga Pengarah PjH. Sehubungan dengan itu, KPKT akan memuktamadkan penggunaan kuasa Menteri untuk melantik PjH sebagai pemaju baru bagi projek Presint 11 dalam tempoh terdekat. Tindakan perlu diambil sebelum (12-09-2008).

Tindakan : **Ma:KPKTB**

三三三

Mesyuarat ditangguh pada 5 petang.

Illustration 72 : Adding Minutes

Click **“Submit”** button. System will prompt a page where you need to confirm/verify the accuracy of the decision extracted.

Illustration 73 : Verifying Minutes before being extracted as decisions

In this page, system allows creation of new project. Click “**Add**” button beside the selection box labeled “**Project**” to add new project. Projects added will be listed in the dropdown. Users and groups involved in a decision needs to be created first in the system, else the name will not be extracted.

Illustration 74 : Adding projects

Click “Submit” button if you are sure the decisions are correct. System will prompt Meeting detail screen. Newly added decisions will be displayed.

The screenshot shows a 'List of decisions' interface. At the top, there are 'Filters' for 'Project' (please select), 'Group Implementor' (please select), and 'Individual Implementor' (please select). Below the filters, there are two extracted minutes:

Project: Project Penitahen Premit 12
Deadline: 28/08/2009
Description:
Project Penitahen Premit 12
PjH menitahng sarana layan guna pemersi untuk mewujudkan kesatuan dan kemasukan fungsi
lembaga ACSB bagi menggalakkan beban kerangka yang dianggap perlu diambil. Tindakan perlu diambil
sebelum 28/08/2009
Tindakan: g_PjH

Group Implementor:
PjH
Comments: 0 | Status: Has update

Project: Project Penitahen Premit 13
Deadline: 28/08/2009
Description:
Project Penitahen Premit 13
PjH telah menitahng sarana guna menggalakkan kesatuan dan kemasukan fungsi-fungsi pemersi
walaupun peratusan pemersi pada masa ketu hanya 76% berbanding 80% seperti yang dinyatakan oleh
Lembaga Pengaruh PjH. Sesudahnya dengan itu KPICT akan mewujudkan dan menggunakan teknologi
untuk melintas PjH sebagai permasalahan bagi projek Premit 13 dalam tempoh tidak lama. Tindakan perlu diambil
sebelum 28/08/2009
Tindakan: g_KPICT

Group Implementor:
KPICT
Comments: 0 | Status: Has update

Illustration 75 : Minutes extracted as decisions

7.8.2 Edit Minutes

On Meeting detail screen, click on “Edit minutes” link. System will prompt/show edit minutes form. Modify the content of the minutes. Click “Submit” button, to save the changes.

7.9 After Meeting

Admin/Secretariat can add the decisions even after the meeting.

7.10 **Decisions**

Decisions can still be added via this link if you forget to include it when extracting the minutes

7.10.1 Add Decisions

On Meeting detail screen, click on “**Add new decision**” button. System will prompt to add new decision form.

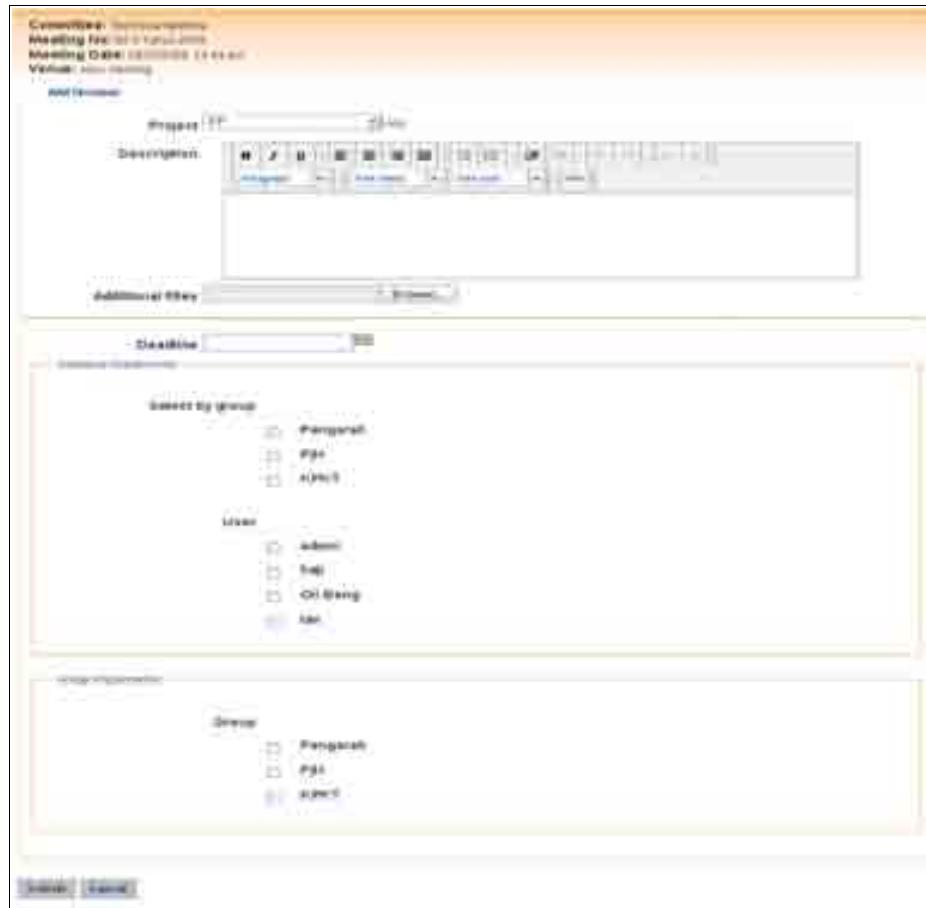


Illustration 76 : Adding decisions

Fields:

- ✓ Project -The short name or name of the project or item to which the decision is related.
- ✓ Description -The description of the decision
- ✓ Additional Files -Upload any additional files related to the decision here.
- ✓ Deadlines -The deadlines for the decision
- ✓ Select by group -Helps to select user by group. Once the groups are selected, system will automatically check each member or the group. Select by group will assign individual implementor. Each member will be required to update their action status.
- ✓ Group -Checking the group will assign implementor as a group. Any member of that group can update action status.

Click “**Submit**” button. System will prompt to Meeting detail screen. Newly added decisions will be displayed at the bottom.

7.10.2 Edit Decisions

On Meeting detail screen, click on “Edit decisions” button. System will prompt to edit decisions page. Modify the required fields. Click “Submit” button, to save the changes.

7.10.3 Delete Decisions

Click “Delete” icon on the decision to delete the decision. System will prompt a delete confirmation message, if you accept then the selected decision will be deleted. Otherwise the operation is canceled, a screen showing list of decisions will be displayed.

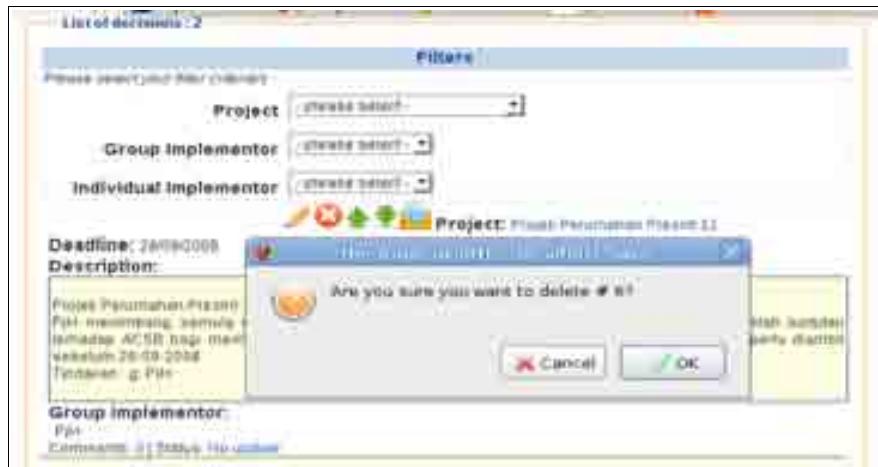


Illustration 77 : Deleting decisions

7.10.4 Demote or Promote Decisions

Promote and Demote are functions to change the sequence of decision listing. Demote is the down arrow while promote is the up arrow.

- ✓ Promote -use when you want to assign decision to a higher position.
- ✓ Demote -use when you want to assign decision to a lower position.

7.10.5 Email & Announce Decisions

For sending email on decisions added, you can either click on the “Announce Decisions” link at the top of the page or click on the email icon shown on every decision. “Announce Decisions” link will send all the decisions added for the meeting while the “email” icon will send only that portion of decision to the group and individual implementors.



Illustration 78 : Announcing decisions

7.11 View Minutes

To view the minutes of a meeting, click on the “View minutes” link. You may be required to check the **empty minutes** checkbox at the editing of committee page if you do not want system to generate the titles automatically (referring to sentence from “Meeting title till the attendance.” as shown in below illustration).

Technical Meeting	
Meeting Minutes	
Bil 5 Tahun 2009	
Date: 18/02/2009	
Time: 14:44 pm	
Venue: oscc meeting	
PRESENT	
No one has attended this meeting	
Perkara-Perkara berikut dibincangkan	
Projek Perumahan Presint 11	
<i>PjH menimbang semula rayuan para pembeli untuk memanggung keseluruhan LAD, termasuklah tuntutan terhadap ACSB bagi meringankan beban kerwangan yang ditanggung para pembeli. Tindakan perlu diambil sebelum 28-09-2008</i>	
Tindakan : g: PjH	
↓	
Projek Perumahan Presint 11	
<i>PjH telah memberi jaminan akan mengambil alih keseluruhan projek dan memulakan kerja-kerja pemuliharaan walaupun persetujuan pembeli pada masa kini hanya 76% berbanding 80% seperti yang dasyarkan oleh Lembaga Pengarah PjH. Sehubungan dengan itu, KPKT akan memuklamadkan penggunaan kuasa Menteri untuk melantik PjH sebagai pemaju baru bagi projek Presint 11 dalam tempoh terdekat. Tindakan perlu diambil sebelum 28-09-2008</i>	
Tindakan : g: KPKT	

Illustration 79 : Viewing Minutes

7.12 View Reports

To view reports for a meeting, click on “View reports” link. This report shows all the statuses and files uploaded for a decision.

Report for Meeting	
Mesyuarat TechnicalMeeting, Bil 5 Tahun 2009	
Decision:	Status:
Projek Perumahan Presint 11	
<i>PjH menimbang semula rayuan para pembeli untuk memanggung keseluruhan LAD, termasuklah tuntutan terhadap ACSB bagi meringankan beban kerwangan yang ditanggung para pembeli. Tindakan perlu diambil sebelum 28-09-2008</i>	
Tindakan : g: PjH	
Deadline : 28/09/2008	
Projek Perumahan Presint 11	
<i>PjH telah memberi jaminan akan mengambil alih keseluruhan projek dan memulakan kerja-kerja pemuliharaan walaupun persetujuan pembeli pada masa kini hanya 76% berbanding 80% seperti yang dasyarkan oleh Lembaga Pengarah PjH. Sehubungan dengan itu, KPKT akan memuklamadkan penggunaan kuasa Menteri untuk melantik PjH sebagai pemaju baru bagi projek Presint 11 dalam tempoh terdekat. Tindakan perlu diambil sebelum 28-09-2008</i>	
Tindakan : g:KPKT	
Deadline : 28/09/2008	

Illustration 80 : Viewing Reports

7.13 View Summary

Summary is a short description of a meeting, more or less like an agenda of a meeting.

Meeting

Meeting Title: Mesyuarat TechnicalMeeting
Meeting Num: BI 5 Tahun 2009
Meeting Date: 18/02/2009 (02:44 pm)
Venue: oscc meeting
Committee: Technical Meeting
Meeting Invitees: No one has been invited for this meeting

Illustration 81 : Viewing Summary

8 Accessing MyMeeting : Super Administrator

The Super Administrator is the **ONLY** person who is able to see the functions and modules under the **“Other Tasks”** which is shown in the following screen. This chapter covers in detail the functionalities of a Super Administrator.



Illustration 82: Super Administrator Access control

8.1 Setting Up Committees

A committee can only be created by Super Administrator but it can be modified by the admin of the committee after creation. The word committee can be a name of department, division or any part of an agency which conducts meeting.

8.1.1 Adding Committees

To add a committee, Click **“Add committee”** icon listed under the **“Other Task”** on the committee main page



Illustration 83 : Adding Committee

Fields :

- ✓ Name -Name of the committee which will be displayed in the printed reports and minutes
- ✓ Short Name -Name of the committee displayed whenever there is selection to

- ✓ Meeting Num Template be made in a form and also used in the url of MyMeeting
-This is the default template which MyMeeting will use to generate the next meeting number for that committee. (ex: Bil 1 Tahun 2008)
- ✓ Meeting Title Template -This is the default title of the meeting in that committee. There are two tags you can use in this field:
 - %committeeshort : this will be replaced by committee's short name
 - %committeelong : this will be replaced with the committee's full name

Click “Submit” button. System will navigate to the address book of the committee and by default the Super Administrator will be assigned as the admin for that committee. Super Administrator is required to add an admin for the newly created committee by clicking “Add new Member” link (as explained in the Add Committee chapter). This will ensure that each committee's has its own admin.

8.2 Managing Roles

Roles are the types of permission used in MyMeeting. Roles can be added, edited and even deleted by the Super Administrator. Roles can be defined in the workflow (as explained in the add Committee chapter) and given permission accordingly.

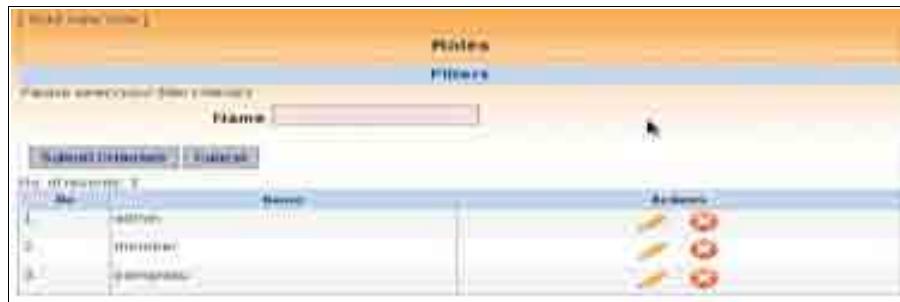


Illustration 84 : Listing of Roles

8.2.1 Add Roles

On the committees main listing screen, click on “Roles” icon listed under “Other Tasks”. System will navigate to Roles page. (Roles page can also be reached by clicking on the icon displayed at the right side of the system). Click on “Add new role” link, system will navigate to add role page.



Illustration 85: Adding Roles

Fields :

- ✓ Name -Name of the role

Fill in the roles detail and click “**Submit**” button to save the record, a screen showing list of roles will be displayed if it has been saved successfully.

8.2.2 Edit Roles

Click “**Edit**” icon on the adjacent roles to edit the role detail.



The screenshot shows a 'Edit Role' dialog box. At the top, it says 'Edit Role'. Below that, there's a label 'Name' with a text input field containing 'admin'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Illustration 86 : Editing Roles

Modify role detail. Click “**Submit**” button to save the record, a list of roles will be displayed if it has been saved successfully.

8.2.3 Delete Roles

Click “**Delete**” icon on the adjacent roles to delete the role. System will prompt a delete confirmation message, if you accept then the selected role will be deleted. Otherwise the operation is canceled, a screen showing list of roles will be displayed.



Illustration 87 : Deleting Roles

8.3 Managing Titles

Example of titles in MyMeeting system is Pn, En, Dr and etc. These titles are also known as *gelaran*.

All the titles added will be listed as selection when adding users and this will ensure that all the data entered in the system are correct.

No	Title Name		Actions
	Short	Long	
1	Em	Em	
2	Ph	Ph	
3	Daftar	Daftar	
4	Datu	Datu	
5	YB	Yang Berusaha	

Illustration 88 : Listing of Titles

8.3.1 Add Titles

On the committees main listing screen, click on “**Titles**” icon listed under “**Other Tasks**”. System will prompt Titles page. (*Titles page can also be reached by clicking on the icon displayed at the right side of the system*)

Click on “**Add new title**” link, system will prompt to add title page.

The form has a title 'Add Title' at the top. Below it, there are two input fields: 'Short Name' and 'Long Name', both with placeholder text. At the bottom are 'Submit' and 'Cancel' buttons.

Illustration 89 : Adding titles

Fields :

- ✓ Short Name -Short name of the title (ex : YB)
- ✓ Long Name -Long name of the title (ex : Yang Berusaha)

Fill in the titles detail and click “**Submit**” button to save the record, a screen showing list of titles will be displayed if it has been saved successfully.

8.3.2 Edit Titles

Click “Edit” icon on the adjacent titles to edit the title detail.



The dialog box is titled "Edit Title". It has two text input fields: "Short Name" containing "En" and "Long Name" containing "En". At the bottom are two buttons: "Submit" and "Cancel".

Illustration 90 : Editing Roles

Modify title detail. Click “Submit” button to save the record, a list of titles will be displayed if it has been saved successfully.

8.3.3 Delete Titles

Click “Delete” icon on the adjacent titles to delete the title. System will prompt a delete confirmation message, if you accept then the selected title will be deleted. Otherwise the operation is canceled, a screen showing list of titles will be displayed.

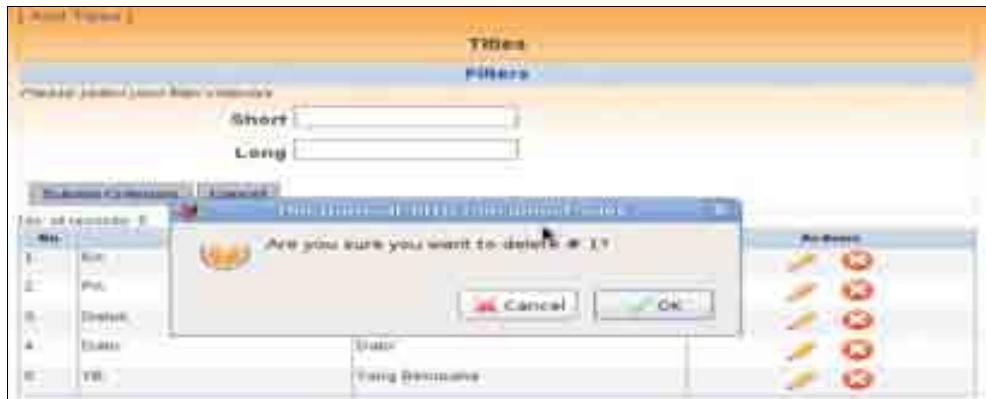


Illustration 91 : Deleting Titles

8.4 Managing System-wide Users

Super Administrator also manages all users in MyMeeting system. Super Administrator can add users and assign them to selected committee's, reset their passwords, edit users and even delete them completely from the system (removing them from all the committees involved).

8.4.1 Add Users

On the committees main listing screen, click on “**Users**” icon listed under “**Other Tasks**”. System will navigate to Users page. (*Users page can also be reached by clicking on the icon displayed at the right side of the system*). All the users in MyMeeting system will be listed here.

Click on “**Add new user**” link, system will navigate to add user page.



Illustration 92 : Adding Users

Fields :

✓ Username	-Name which will be used upon logging into MyMeeting system.
✓ Password	-Password which will be used upon logging into MyMeeting system
✓ Superuser	-Click on the checkbox to assign another Super Administrator.
✓ Title	-User's title (eg. Dato', Dr., Pn.,etc)
✓ Name	-User's full name
✓ Post	-User's designation
✓ Section/Division	-User's section or division
✓ Grade	-User's grade (eg. F29, F41)
✓ Email	-User's email address
✓ Address	-User's office address
✓ Telephone	-User's office number
✓ Fax	-Fax number
✓ Mobile	-Mobile number
✓ Committee	-Click on the committees involving the user.

Fill in the users detail and click “**Submit**” button to save the record, a screen showing list of users will be displayed if it has been saved successfully.

8.4.2 Edit Users

Click “Edit” icon on the adjacent users to edit the user detail.

The screenshot shows the 'Edit User' form. It includes fields for Name, Post, Section/Division, Grade, Address, Telephone, Fax, and Email. Below these fields is a 'Committees' section containing a list of checkboxes for Marketing, Dev Team, P.R.D, Technical Meeting, Open-Source Community Centre, and Core. At the bottom of the form are 'Save' and 'Cancel' buttons.

Illustration 93 : Editing Users

Modify user detail. Click “Submit” button to save the record, a list of users will be displayed if it has been saved successfully.

8.4.3 View Users

Details of an user can be viewed by just clicking on the “View” icon. The detail of the user will be displayed together with the committees they are involved in.

The screenshot shows the 'View User' form. It displays user details: Name (Edu Admin), Post (Administrator), Section/Division (OSCC, Admin), Grade (OSCC), Address (OSCC), Telephone (0356666666), Mobile (0355555555), and Fax (0356666666). Below this is a 'Committees' section with a list of checkboxes for Marketing, Dev Team, P.R.D, Technical Meeting, Open-Source Community Centre, and Core.

Illustration 94 : Viewing Users

8.4.4 Delete Users

Click “Delete” icon on the adjacent users to delete the user. System will prompt a delete confirmation message, if you accept then the selected user will be deleted. Otherwise the operation is canceled, a screen showing list of users will be displayed.



Illustration95 :Deleting Users

* deleting a User from this page will completely remove them from the system. (they will be removed from each of their committee)

8.4.5 Reset Users

To reset a user password, just click on the reset icon. System will prompt a reset confirmation message, if you accept then the selected user's password will be reset. Otherwise the operation is canceled, a screen showing list of users will be displayed.



Illustration 96: Reseting users password

* Password will be the same as the Username once it has been reset.

8.5 Managing System-wide Todo

System-wide Todo is used as the default Todo checklist for every new committee in the system. This system-wide todo will be copied to the committee's todo after creating a new committee. Examples of a system-wide todo checklist are:

- Book the meeting room
- Prepare the projector

The System-wide Todo list can be accessed from the 'To-dos' icon listed under “**Other Tasks**” from the committees main screen or by clicking on the icon displayed at the right side of the system.

8.5.1 Add Todo

Click on the “**Add new system-wide to-do**” link to add a new todo in the system-wide’.



The dialog box has a title bar 'Add System-wide Todo'. It contains a 'Name' input field with the value 'Prepared agenda'. Below it is a 'Priority' dropdown menu set to 'Immediate'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Illustration 97 : Adding todo

Fields :

- ✓ Name -The name/description of the system-wide to-do
- ✓ Priority -the importance level of the system-wide to-do

Click “**Submit**” button to save the record, a screen showing list of system-wide to-dos will be displayed if it has been saved successfully.

8.5.2 Edit Todo

Click “**Edit**” icon next to the system-wide todo from the 'To-dos' listing page.



The dialog box has a title bar 'Edit System-wide Todo'. It contains a 'Name' input field with the value 'Prepared agenda'. Below it is a 'Priority' dropdown menu set to 'Immediate'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Illustration 98 : Editing todo

Click “**Submit**” button to save the record, a list of system-wide to-dos will be displayed if it has been saved successfully.

8.5.3 Delete Todo

Click “Delete” icon on to-dos page to delete a system-wide todo. System will prompt a delete confirmation message, if you accept then the selected system-wide todo will be deleted from the system. Otherwise the operation is canceled, a screen showing list of system-wide todos will be displayed.



Illustration 99 : Deleting todo

8.6 Managing System-wide Messages

System-wide Message Template is the default template which will be copied to the committee's Message Template where it will be used to generate the e-mails sent out by the system for a particular committee.

The System-wide Message Template can be accessed by clicking “Messages” icon listed under “Other Tasks” from the committees main screen or by clicking on the icon displayed at the right side of the system. The Super Administrator can view the details of the template and also edit the content of the template. (Pls refer to **committee Messages Template for further explanation**)

8.6.1 Edit Messages

Editing a system-wide message template is the same as explained under Committee's Message (refer to **Edit Committee Messages Template**).

Click “Submit” button to save the record, a list of system-wide to-dos will be displayed if it has been saved successfully.

8.6.2 View Messages

To view the system-wide message template, click on the “View” icon to see the details of the template.

8.7 Managing Global Settings

Global configuration controls are MyMeeting's operational settings. Any changes made on this screen will update the *mymeeting.php* file. This file needs to be *writable* in order for you to be able to edit your configuration.

The Global Settings can be accessed by clicking “Global Settings” icon listed under “Other Tasks”

from the committees main screen or by clicking on the icon displayed at the right side of the system.

Illustration 100 : Editing Global Settings

Fields :

✓ Server Url	-This is the absolute URL (web address) for your MyMeeting system.
✓ Agency Name	-This option allows you to set the content/name of the title bar for your site.
✓ Agency Address	-This is the address of your agency
✓ Agency Slogan	-The slogan of your agency
✓ Date Format	-Format of the date to be displayed, by default it is set to day/month/year (d/m/y)
✓ Time Format	-Format of the time to be displayed, by default it is set to hour:minutes am/pm (H:i a)
✓ Email From	-The email from that will be displayed whenever the system is sending an email to the users (ex: admin@oscc.org.my)
✓ Email From Name	-The name will be displayed together with the email from when the system is sending an email to the users (ex: admin)
✓ Email Host	-localhost as this is the default Host name on a fresh installation of MySQL
✓ Email Port	-Email port number of your server
✓ Days To Remind	-The number of days for status reminder. If ex: 7, then 7 days before the decision deadline, the implementors will receive a reminder to update their status.

Click “**Submit**” button to save the record, *The Global Settings have been saved* will be displayed if it has been saved successfully.

8.7.1 Reload Settings

Some changes like agency's name will not appear on the banner after saving the changes in settings because this setting is reside in a session. For that case, you need to reload the setting for the changes to take effect.

Click on the “**Reload Settings**” link for the changes to take effect.

Click “**Submit**” button to save the record, *Logo has been saved* will be displayed if it has been saved successfully.

8.7.2 Change Logo

Super Administrator can even change the logo on the banner. This logo will be placed on the left site of the banner.

To change the logo, click “**Change Logo**”, click “**Browse**” and upload the desired logo

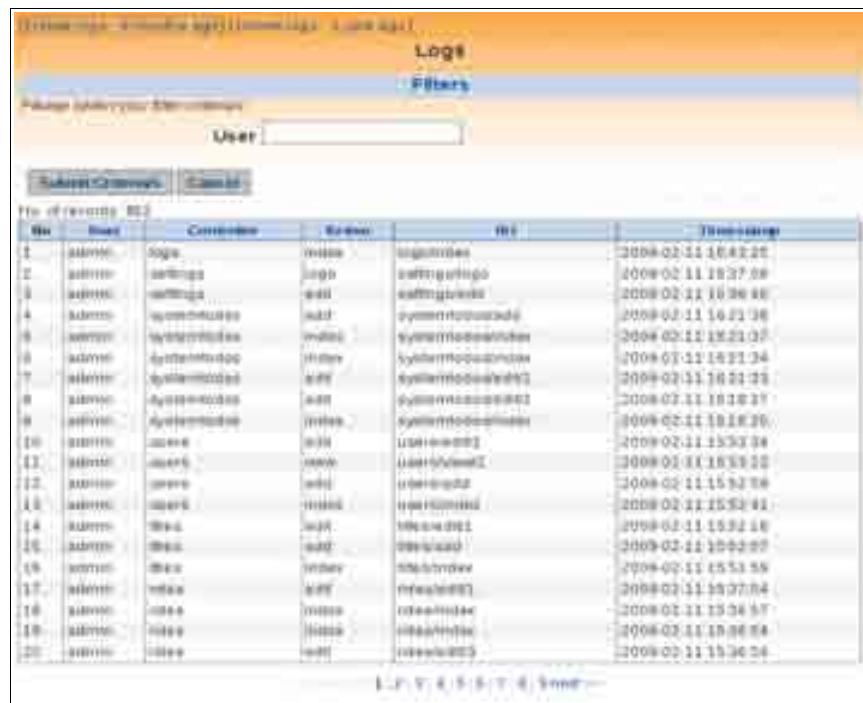
* Suitable logo size to upload is 155x80



Illustration 101 : Changing Logo from Global Settings

8.8 Managing Logs

MyMeeting has a log viewing module which monitors the logs in the system. Super Administrator will be able to track activities of all user groups on time.



The screenshot shows a table titled 'Logs' with the following columns: No, User, Operation, Status, IP, and Timestamp. The table contains 22 rows of log entries. The logs are as follows:

No	User	Operation	Status	IP	Timestamp
1	admin	login	success	192.168.1.100	2008-02-11 16:41:27
2	admin	settings	edit	192.168.1.100	2008-02-11 16:37:08
3	admin	settings	edit	192.168.1.100	2008-02-11 16:36:48
4	admin	systemstatus	edit	192.168.1.100	2008-02-11 16:21:38
5	admin	systemstatus	edit	192.168.1.100	2008-02-11 16:21:37
6	admin	systemstatus	edit	192.168.1.100	2008-02-11 16:21:34
7	admin	systemstatus	edit	192.168.1.100	2008-02-11 16:21:33
8	admin	systemstatus	edit	192.168.1.100	2008-02-11 16:21:31
9	admin	systemstatus	edit	192.168.1.100	2008-02-11 16:21:29
10	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:24
11	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:23
12	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:20
13	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:19
14	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:18
15	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:07
16	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:06
17	admin	useredit	edit	192.168.1.100	2008-02-11 16:21:04
18	admin	useredit	edit	192.168.1.100	2008-02-11 16:20:57
19	admin	useredit	edit	192.168.1.100	2008-02-11 16:20:56
20	admin	useredit	edit	192.168.1.100	2008-02-11 16:20:54
21	admin	useredit	edit	192.168.1.100	2008-02-11 16:20:53

Illustration 102 : Logs

8.8.1 Deleting Logs

Previous logs in MyMeeting system can be deleted by the Super Administrator. Super Administrator has the option to delete either all the previous 6 months logs or previous 1 year logs.

Click “Delete logs – 6 months ago” link in order to delete all the previous 6 months logs.

Click “Delete logs – 1 year ago” link in order to delete all the previous 1 year logs.

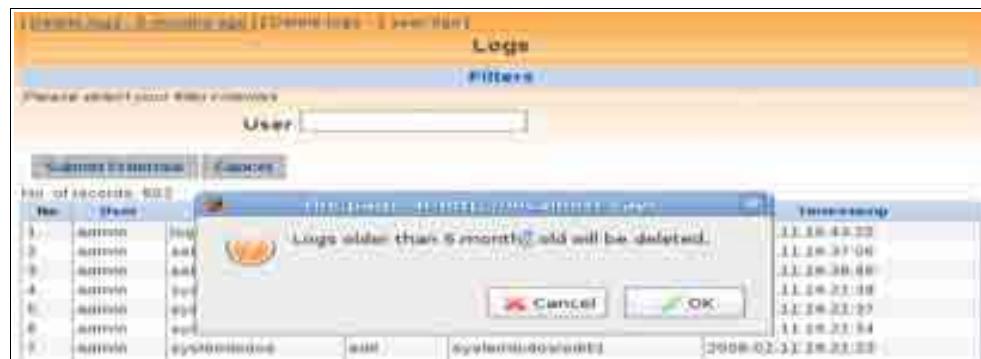


Illustration 103 : Deleting Logs

8.9 Viewing Statistics

Viewing statistics is more like a report on the usage of MyMeeting within a certain committee. Super Administrator can keep a record on how active a committee is.

The Statistics can be accessed by clicking “**Statistics**” icon listed under “**Other Tasks**” from the committees main screen or by clicking on the icon displayed at the right side of the system. Click on the desired criteria and click “**Submit**” for the listing of selection.

Selection of criteria is as below:

- ✓ No of Meetings -Will list the details of the meetings involved in a committee.
- ✓ User Activity -Will list the activities done by users including the number of post they have done.



The screenshot shows the 'Statistics' page with a 'Filters' bar at the top. A dropdown menu 'Report' is set to 'No of meetings'. Below the filters, there are 'Submit Criteria' and 'Cancel' buttons. The main area displays a table with the following data:

Meeting title	Total meetings	Total decisions	Assigned to	Total status update	Update from
1. Committee: New					
MyMeeting New	1		Individual Group		Individual Group
2. Committee: Open Source Competency Centre					
No record found.	0		Individual Group		Individual Group
3. Committee: Technical Meeting					
MyMeeting Technical Meeting	1		Individual Group		Individual Group
MyMeeting Technical Meeting	3	4	Individual 1 Group 2	3	Individual 2 Group 1

Illustration 104 : Statistics

Appendix A : MyMeeting License

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